



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 5071  
Date Adopted: 12/4/19**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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**Special Education Records Assistant – Alternative Education**

**GENERAL PURPOSE**

Under supervision, performs a variety of routine functions in the Alternative Education Special Education Records Center including records maintenance, typing, data entry, and filing and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Special Education Records Assistants are responsible for performing a variety of routine support duties, requiring standard computer skills and the application of office administrative practices and procedures. Work requires the ability to learn and apply knowledge of functions in the area of assignment and the ability to solve routine problems.

Special Education Records Assistant is distinguished from Student Records Technician in that incumbents in the latter class perform more difficult and complex student records functions, requiring greater familiarity with Alternative Education functions, policies, and procedures and the use of judgment and knowledge gained through relevant experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Supports the Alternative Education Records Center; checks files in and out of records center; creates new files; and ensures confidentiality is maintained.
2. Receives and responds to requests from school districts for special education records.
3. Maintain special education student records database; performs data entry; inputs student data and updates records; checks records in and out.
4. Organizes, prepares, and maintains student special education records; reviews records for accuracy and completeness; and conducts research to resolve discrepancies.
5. Locates, retrieves, duplicates, and distributes copies of student special education records as requested.
6. Initiates and/or responds to routine requests for information from a variety of internal and external sources.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. Sorts and files documents in office files; pulls files upon request; prepares and updates office records and files; retrieves, duplicates, and distributes copies of records, documents, and materials.
8. Operates a computer and performs light typing responsibilities to prepare a variety of standard materials and documents; updates standard computer records and databases; scans documents as needed.

## **OTHER DUTIES**

1. Attends a variety of meetings, classes, and workshops, as assigned.
2. May provide backup for other department staff.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Office administration practices and procedures.
2. Correct English usage, including spelling, grammar, and punctuation.
3. OCDE rules, policies, and procedures applicable to assigned areas of work.
4. Uses and operations of a computer and standard business software including word processing and spreadsheets.
5. Recordkeeping and filing practices and procedures.
6. Customer service practices, including telephone techniques and etiquette.

### **Ability to:**

1. Administrative practices and procedures, including record keeping and filing practices and procedures.
2. Operate a computer using word processing, spreadsheet, and other business software.
3. Organize, set priorities, and exercise sound judgment within areas of responsibility
4. Operate other standard office equipment.
5. Communicate clearly and effectively, orally and in writing.
6. Understand and follow written and oral instructions.
7. Learn and apply new information and skills.
8. Deal with sensitive and difficult situations.
9. Establish and maintain effective working relationships with administrators, staff, teachers, the public, and others encountered in the course of work.
10. Demonstrate attendance sufficient to complete the duties of the position as required.

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**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or high school equivalency test, and at least one year of office administrative or secretarial experience; or an equivalent combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve routine office problems; learn and apply new information or skills; perform detailed with frequent interruptions; work under deadlines; and interact with OCDE management, administrators, staff, parents, the public, and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions and the noise level is usually quiet.