

Information Systems Assistant

Purpose Statement

The job of Information Systems Assistant is done for the purpose/s of maintaining active and historical student records; providing student information to authorized sources and district personnel; coordinating data surveys; providing user support to resolving software and hardware problems encountered by ESC employees, and maintaining computer equipment and supplies.

This job reports to Programmer/Analyst

Essential Functions

- Archives records using various equipment (e.g. scanner, microfilm reader, printer) for the purpose of maintaining and providing historical records as requested.
- Coordinates development, distribution, processing, and evaluation of assigned surveys for the purpose of providing staff, student, parent and other data as requested by administration.
- Coordinates meetings and in-service presentations for the purpose of providing information on proper procedures for records maintenance, retrieval, and destruction.
- Maintains catalog of archived materials for the purpose of ensuring accesses to archived data.
- Maintains inactive student records (e.g. cumulative folders, etc.) for the purpose of ensuring the availability of historical information in accordance with mandated requirements.
- Processes requests for student records and transcripts (e.g. lodging request, locating documents, preparing, distributing, etc.) for the purpose of meeting requester's needs and conveying information.

Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.
- Installs and sets up computer hardware and software applications (e.g. new computers, peripheral cards, configuring operating systems, printers, etc.) for the purpose of providing upgrades and program expansion to maintain standards.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Provides technical support to staff for the purpose of ensuring efficiency in the use of various software products.
- Responds to inquiries of staff, the public, parents and/or student, and to a wide variety of calls, concerns and/or complaints for the purpose of providing information and/or direction, and resolving problems.
- Trains staff on archiving and retrieval processes (e.g. scanning, filing, shredding, time requirements, etc.) for the purpose of ensuring compliance with all legal mandates.
- Troubleshoots existing application software and hardware for the purpose of identifying and resolving issues; providing user training, or referring to other resources for resolution.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; preparing and maintaining accurate records; planning and managing projects; diagnosing and resolving computer-related problems; operating equipment used in records management.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and

understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Wyoming state laws and CCSD policies concerning student records; Family Educational Rights and Privacy Act; MS Office application software; Windows operating system; concepts of data archival; and developing surveys.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; working with detailed information/data; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Continuing Educ. / Training

FLSA Status

Non Exempt

Approval Date

Salary Grade