



JOB DESCRIPTION

Salary Grade: 4 CUPE 1328

Job Title:

Microfilm Clerk (Archives & Records)

PRIMARY FUNCTION

The primary purpose of this job is to prepare OSRs (Ontario Student Records) for microfilming by the vendor, and to store and file the indexed microfilms upon receipt from the vendor.

MAIN RESPONSIBILITIES

1. Prepares OSRs for microfilming by:
 - receiving OSRs from secondary schools and checking the boxes for their contents (e.g. determine if they contain student documentation files, OSR files or files for confidential destruction)
 - repairing damaged OSR folders
 - replacing OSR labels if necessary to ensure the accuracy of film and data entry
 - ensuring that all OSRs have been purged properly by the school. If not, the OSR must be purged and the extra documents will be set aside for confidential shredding
 - verifying all documents and crosschecking school "class list" against the SAS (Student Administrative System)
 - replacing inaccurate documents with printouts from SAS and inserting them in the OSRs
 - preparing an instructive memorandum to each guidance secretary listing students/student numbers and the discrepancy for each student to be researched.
 - inputting of corrections into the Student Administration System and amendments of the contents of OSRs
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- checking transcripts for continuing education credit courses and leaving the copy of the report card, if available, in the OSRs
 - data entry the key identifiers for each filmed student file for import by vendor to index the microfilm
2. Prepare the completed box of OSRs to the vendor by:
 - using key “identifiers” to input individual information (school, school year, name of student, student number) which correspondence precisely in the order of the OSRs for filming
 - importing all data entry into the vendor’s software
 - forwarding the completed box (marked “complete”) to the Assistant Superintendent of Education for the final review before sending it out to the vendor
 3. Check the microfilmed student documents as they returned from the vendor to ensure the accuracy and legibility by:
 - comparing the microfilmed image with each OSR and its document(s)
 - reviewing each OSR and the identifying data entry
 - verifying if the data entry software will locate students accurately
 - making note of any discrepancies that required to be re-filmed and identifying by using data entry, in accordance with the agreement made with the Board
 4. Process confidential destruction of original paper documents when all of the films are correct.
 5. Serve as a backup when the other Record Clerk is absent.
 6. Perform any other duties as assigned or required.

SKILLS

- Secondary School Diploma or equivalent
- 1 – 2 years related experience

EFFORT

- Complexity in maintaining accurate records as per procedure. Complexity in allocation of time to complete all activities to meet the deadlines.
- Physical and visual demands – moderate intensity (35% - 65%)

RESPONSIBILITY

- Independence action in determining if the documents need to be amended, replaced or updated. Research in various sources of information (e.g. TIPfe;

schools etc) and corrected information is printed and replaced in the OSR accordingly.

- Process requests of OSR transfers according to OSR Guideline and Policies established by the Board
- If the job is not done correctly, there is the potential for loss of records. Consequently, there is a possibility of loss of job opportunities or admission to further education.
- Contact with past students, staff and external agencies (e.g. other Boards, Social Services)

WORKING CONDITIONS

- Inadequate workspace and undesirable air quality
- Work pressure from demand for accuracy