

# RECORDS COORDINATOR STUDENT INTERN

Department: Administration

Division: Information Security Office

## Desirable Qualifications:

- Familiarity with the concepts of filing and indexing records
- Security minded and able to exercise good judgment
- Self motivated, enthusiastic, and responsible

## Ability to:

- function independently
- write and verbally communicate well
- use Microsoft Office Suite of Programs
- maintain confidentiality and use tact and diplomacy

## Hours Needed:

•5 to 10 Hours per week - Flexible Schedule

## Statement of Position

Under the direction of the Manager, Information Security Office (ISO), the Student Intern will develop a Records Retention Schedule for the ISO. The ISO has many records both confidential and non confidential that date back many years. Many of these records should be maintained and some need to be purged. The incumbent will work with the ISO and departmental experts to organize the ISO records so they are easily accessed and purged when no longer of business use.

### 35% Classify ISO Records

- Organize and classify ISO records by subject and date.
- With direction from ISO, identify and separate files that are confidential from those that are non-confidential.

### 35% Develop Records Retention Schedule

- Work with Agency Records Retention Coordinator to develop Records Retention Schedule for the ISO per Board and State of California requirements.

### 25% Manage Records Retention

- Assist the ISO in the management of their office records.
- Dispose of all records eligible for destruction that are listed on the Records Retention Schedule.
- Prepare the Records Transfer List for files to be stored at the SRC if applicable in accordance with their office's Records Retention Schedule.
- Assist with the preparation of the annual report.

### 5% Other duties as required.

E-mail resume to [Lou.Bender@BOE.CA.GOV](mailto:Lou.Bender@BOE.CA.GOV)

Or US Mail:

Mrs. Lou Bender  
Board of Equalization  
450 N Street, MIC 17  
Sacramento, CA 95814