

**Fairfield Public Schools  
Fairfield, Connecticut 06825**

**NOTICE OF AVAILABLE POSITION**

**POSITION:** District Records Request Facilitator

**BRIEF JOB DESCRIPTION:** Acts as the District's record request facilitator; organizes and pulls records for FERPA and FOIA. Performs administrative support as requested by administration; does related work as required.

**MINIMUM QUALIFICATIONS:** Ability to establish and maintain effective working relationships with school district personnel; ability to deal with the public; ability to communicate effectively, both orally and in writing; ability to think logically; ability to plan and organize; initiative; discretion; tact; courtesy; accuracy; resourcefulness; good judgement; physical condition commensurate with the duties of the position. Strong preference for candidates with legal experience; high school diploma and either: (a) five (5) years of work experience which must have included the operation of automated office systems to generate reports, correspondence, memos or the maintenance of databases; or (b) an Associate's degree with a specialty as law clerk, Office technology, Secretarial Sciences or closely related field and three (3) years of experience as in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

**SALARY:** \$40,000 annually

**WORK PERIOD:** 12 months, 19.5 hours per week

**STARTING DATE:** As soon as possible

**CREDENTIALS REQUIRED:** Please complete application online at:  
*[www.fairfieldschools.org](http://www.fairfieldschools.org)*