

RECORDS & INFORMATION SPECIALIST**NATURE OF WORK**

This is specialized clerical and technical work with responsibility for the storage, retrieval and retention of a department's records.

An employee in a position allocated to this class develops retention schedules, procedures, training and disaster preparation and recovery programs. Work involves coordinating off-site storage. Works with the County Records Manager. Work is performed under the general supervision of an administrative manager and is reviewed through conference and written reports.

EXAMPLES OF WORK

Develops records retention schedules and procedures.
Assists and reviews the work of section coordinators.
Oversees annual file purges and disposition.
Distributes, maintains and updates records management literature.
Maintains the on-site records storage facilities.
Conducts training, workshops and meetings on records management.
Writes and updates policies and procedures for records management and microfilming.
Oversees microfilming project and records.
Responsible for off-site storage.
Develops and implements automated records systems.
Develops and conducts programs to ensure system standardization of records management policies and procedures.
Makes recommendations on the purchase, disposition or acquisition of microfilm equipment and supplies.
Plans and coordinates projects associated with centralized files and other records; establishes and maintains a multi-media library.
Prepares record destruction requests.
Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and techniques of records management.

Knowledge of State Statutes and State and County rules and regulations regarding records management.

Knowledge of computer capabilities and automatic records systems.

Knowledge of modern management policies, practices and procedures.

Knowledge of disaster recovery procedures.

Knowledge of microfilm techniques and equipment.

Ability to plan, assign and review work of others.

Ability to establish and maintain effective working relationships at all levels.

Ability to design procedures for the accessing, reference, retrieval and disposal of records.

Ability to communicate effectively both orally and in writing.

RECORDS & INFORMATION SPECIALIST - CONT'D**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from high school or an equivalent recognized certification; four (4) years of clerical experience including at least two (2) years in a records management operation for a government or a large organization; or any equivalent combination of related training and experience.

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