



JOB DESCRIPTION

<u>POSITION:</u>	RECORDS SPECIALIST
<u>HEADQUARTERS:</u>	Carlsborg
<u>STATUS:</u>	Regular, Full time, Non-Exempt Staff Position
<u>WORK WEEK:</u>	Monday – Friday, 7:30 a.m. – 4:00 p.m.
<u>SUPERVISOR:</u>	Records Coordinator
<u>SALARY:</u>	Range 15 (\$3,256 to \$4,617 per month)

PURPOSE: Assist in the implementation and maintenance of the District’s records and information management systems. Assist in storage, retrieval, retention and destruction of District records in compliance with state and federal laws, in a manner that contributes to successful accomplishment of the District’s mission and goals.

ESSENTIAL JOB FUNCTIONS:

- Handle all confidential matters with discretion.
- Process incoming mail and correspondence in a timely manner.
- Collect, scan, index and file District documents into RMS.
- Scan and index batch documents into RMS.
- Assist in managing hard copy central filing systems, including indexing, filing, purging and destruction of old records in accordance with the District's Retention and Destruction Schedule.
- Make appropriate and timely additions and updates to contract logs and inactive personnel list.
- Provide document retrieval service as requested by coworkers, maintain log of requests. Re-file boxed records and documents after retrieval.
- Be responsible for safe storage and rotation of backup tapes in absence of Records Coordinator.
- Provide individual user training in RMS and other procedures related to records management functions.
- Research and respond to public records request as needed to assist the Records Coordinator.
- Keep education and knowledge of records management issues up to date by attending conferences, seminars, meetings and other training as required.
- Manage Records Center in compliance with legal requirements, providing for retention, retrieval, transfer, and destruction of inactive records; maintain inventory of inactive records and log of records destroyed; perform annual inventory of inactive records.

ADDITIONAL JOB FUNCTIONS:

- Assist in the development and classification of documents to be imaged and maintain a standardized filing and retrieval system.
- Assist in evaluating and recommending opportunities for improvements in Records Department procedures; maintain knowledge of advances in records management systems.
- Assist in the planning, developing and administering of records management policies and practices to coordinate records and recycling activities among departments.
- Assist Records Coordinator in assuring compliance with policies, procedures and practices of the records management program.
- Be proficient in the operation and maintenance of cameras, retrieval units, copier, electric paper shredder, fax equipment, scanner, CD burner and other equipment as needed.
- Assist in training of new personnel as requested.
- Prepare and maintain computer microfiche files when needed.
- Participate in accident prevention program, including training and compliance with applicable rules and regulations.
- Assume responsibilities of Records Coordinator as needed.
- Perform other duties as assigned.

JOB STANDARDS:

Knowledge, Skills and Abilities:

- Must have a thorough knowledge of the District's records management program concepts and terminology, filing systems and microfilm/scanning techniques.
- Must have basic skills for operation of a computer workstation.
- Must have the ability to understand, follow and communicate accurate, clear and concise written and verbal information and instructions.
- Must have the ability to operate equipment safely and efficiently to facilitate completion of job functions.
- Must have the ability to work without close supervision, make decisions compatible with prior instructions and develop solutions to situations/problems as needed.
- Must have the ability to manage time efficiently, and the ability to prioritize and organize job assignments.
- Must be able to work efficiently under stress and time constraints, and able to work amidst interruptions and distractions.
- Must have math, reading and writing skills required for the job functions.
- Must have the ability to train others in necessary job skills.
- Accurate typing speed of 35 words per minute required.
- Must develop a working knowledge of safe work practices and accident prevention procedures, tools, and equipment as related to job functions.
- Demonstrate a positive attitude, good work ethic, promptness in work arrival and in accomplishing all tasks.

Education, Experience and Training:

- Must have training in office machines and techniques.
- Three years of general office experience in a high-volume, detail-oriented environment with emphasis on records management are required.

Education, Experience and Training (continued):

- Experience with microfilm and scanning equipment and processes preferred.
- Must have a high school diploma or equivalent.
- Associates of Arts degree or Associate of Applied Science degree preferred.

Other Requirements:

- Pass a District physical examination and be able to perform essential job functions.
- Valid Washington State driver's license and a safe driving record. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.

WORKING CONDITIONS:

- The job functions will generally be performed in an indoor office or warehouse environment. There will be occasional outdoor work in moderate weather.
- The job functions require traversing areas where footing may be poor and the ground uneven and/or water soaked.
- The job functions include working with persons who exhibit many types of personalities and behaviors.
- Job functions around mechanized equipment will present the need for alertness and safety awareness.
- The job functions may require climbing ladders to retrieve and replace boxes of records.
- May encounter the need to work with hazardous materials.

PHYSICAL REQUIREMENTS:

- The work requires the ability to lift and carry up to 40 pounds. Boxes and supplies are lifted on and off shelves up to a height of 6.5 feet.
- The work requires the ability to answer questions and communicate with coworkers and others in person and on telephones.
- The work requires the ability to operate office machines, tools and equipment associated with the job functions.
- Work activities involve combinations of walking, climbing stairs and ladders, pushing, pulling, bending, lifting and carrying, and sitting and standing for extended periods.

EQUIPMENT AND VEHICLES:

- The job duties involve the use of microfilm equipment, word processing equipment, typewriter, copy machines, computers, facsimile equipment, telephones, retrieval devices, cameras, scanner, CD burner and general office equipment.
- The job duties require driving District vehicles such as automobiles and pickup trucks.
- Future work practices may necessitate the use of different equipment, vehicles and tools.