



## **Records Management Technician**

**Category:** Classified  
**Pay Grade:** C15  
**Job Code:** 18490

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs specialized work providing administrative and technical support in the management, review, and analysis of public records; performs a variety of tasks that may include large format document conversions, records retention, management of inventory, destruction of records, operation of photographic processors, and duplication or other records management assignments.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Assists with inventory of electronic records archive, records retention scheduling, and destruction notices;
- Integrates computer and duplicator use in records handling procedures, together with microfilm reduction techniques;
- Monitors records transmittals for proper use of retention codes;
- Coordinates conversion of and performs quality control inspections on imaged documents;
- Provides large format electronic imaging, off-site assistance to various County departments;
- Photographs document images, as required by Florida Public Records Law;
- Maintains processing operations and imaging testing logs;
- Produces reports of workload and production statistics;
- Operates powered and non-powered equipment in receipt, storage, retrieval, and destruction of records;
- Prepares records inventories;
- Breaks down and prepares empty boxes for delivery to customers and maintains related report;
- Maintains cleanliness of center;
- Attends staff meetings;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Two (2) years of experience in records administration, records management, and records retention, or related field; or an Associate's degree in accounting, finance, business, or a related field; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of principles and procedures of records management systems;

- Knowledge of Florida laws, rules, and regulations concerning records retention;
- Knowledge of and skill in use of a personal computer and other automated office systems to enter, retrieve, and communicate information effectively, both orally and in writing.
- Ability to conduct quality control inspections and tests of microfilm/microfiche/imaging products;
- Ability to establish and maintain effective working relationships with supervision, employees, and others.

### **PHYSICAL/MENTAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs.