

RECORDS MANAGEMENT TECHNICIAN

Job Code	Pay Grade
18490	CL9

Nature of Work

This is specialized work providing administrative and technical support in the management, review, and analysis of public records. An employee in this class is responsible for 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. The employee is expected to have a working knowledge of using and applying related technologies, state and federal records retention laws, using and making independent decisions based upon that knowledge. More complex decisions are referred to a professional staff member for resolution. The position reports to a supervisor or designee.

Minimum Qualification Requirements

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

Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are 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.
- Performs related work as assigned or required.

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.

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Revised	EEOC Code	Overtime Code
10/12	Technicians	Classified