

RECORDS MANAGEMENT TECHNICIAN II

DEFINITION

Under general direction to assist in coordinating a County wide records management program for the preservation of documents, to operate document imaging equipment and computers, maintain equipment; create accurately imaged records; maintain accounts for Intergovernmental Services, direct office operation in the absence of the Records Management Coordinator, and perform other related work as required.

DISTINGUISHING CHARACTERISTICS

This position utilizes technical and organizational skills to participate in all phases of digitizing documents in the Records Management Division and oversee accounting functions of the office. It requires a high degree of accuracy and attention to detail.

REPORTS TO

Records Management Coordinator

CLASSIFICATIONS DIRECTLY SUPERVISED

None

RECORDS MANAGEMENT TECHNICIAN II – 2

EXAMPLES OF DUTIES

- Under the direction of the Records Management Coordinator.
- Receive and organize documents for scanning.
- Collaborate in developing indexing criteria.
- Prepare documents for scanning.
- Operate imaging equipment.
- Index records.
- Verify accuracy of indexes and image quality.
- Create and maintain logs of imaged documents.
- Attach an itemized inventory and return documents to county departments.
- Overseeing office operation when the Records Management Coordinator is not in the office.
- Additional responsibilities related to courthouse photocopiers, postage machines and copy paper distribution include collating data for billing, preparing bills and entering payment.
- Maintaining equipment.
- Troubleshooting malfunctions.
- Coordinating service or repair if necessary.
- Inventory control of supplies for equipment and general office usage.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal eye-hand coordination; lift and move objects weighing up to 25 lbs.; use of imaging equipment, computers, telephones, copiers and fax; corrected hearing and vision to normal range.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; limited contact with staff and public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Records and information management
- Record management principles, practices and techniques, including the use of computer based record retrieval systems
- Office methods and procedures
- Records management equipment including computer and scanner operation
- Application Xtender Scanning software and Microsoft Excel

Ability to:

- Exercise sound independent judgment within established guidelines
- Operate and maintain imaging and scanning equipment
- Use logic and mechanical aptitude to troubleshoot and solve problems with mailroom equipment
- Maintain focus with attention to detail during repetitive work
- Prepare reports and accurate records of scanned documents
- Follow written and oral directions
- Communicate clearly and concisely with vendor and service technicians
- Establish and encourage cooperative work relationships

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Course work in Records Management, Information Management, Computer Science, or a related field or two-years of specialized or progressive experience working in a Records Center or Micrographics Unit.

Special Requirements: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The California Drivers License must be maintained throughout employment.