

RECORDS MANAGEMENT TECHNICIAN I

DEFINITION

Under general direction to prepare documents for scanning, operate document imaging equipment and computers, maintain equipment; manage documents, create accurately imaged records; 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. It requires a high degree of accuracy and the ability to pay close attention to detail.

REPORTS TO

Records Management Coordinator

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

- Under the direction of the Records Management Coordinator, prepare documents for scanning.
- Operate imaging equipment to scan records, index records, verify accuracy of indexing, and quality of imaged documents.
- Maintain logs of imaged documents.
- Reassemble documents.
- Refill copy machines.
- Monitor postage machine.
- Dispense copy paper.

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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.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Record management principles, practices and techniques, including the use of computers based record retrieval systems
- Computer operation
- Records management equipment and document imaging equipment and software
- Office methods and procedures
- Microsoft Excel

Ability to:

- Use and maintain imaging and scanning equipment
- Maintain focus with attention to detail during repetitive work
- Use logic and mechanical aptitude to troubleshoot and solve problems with mail room equipment
- Establish and maintain cooperative work relationships
- Communicate clearly and concisely with vendors and service technicians
- Follow written and oral directions
- Maintain records
- Operate office equipment
- Type accurately

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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 one-year specialized 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.