



## RECORDS SPECIALIST

**Department:** Multiple  
**Job Class #:** 918700  
**Pay Range:** General 21

**FLSA:** Non-exempt  
**Represented:** Both

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### GENERAL FUNCTION

This is highly complex, specialized records management work performed for various departments and offices within Pierce County. An employee in this classification oversees and directs the operations and activities of the department's records management system.

### ESSENTIAL FUNCTIONS

- Manage the department records management system by analyzing users needs for information, researching information technologies, and developing filing and retrieval, indexing, retention, scheduling, storage, micrographics, reprographics, processing and disposal systems for records.
- Work with management and staff to develop short and long-range goals for the department records management system. Establish, implement, evaluate, and revises work plans.
- Assist with budget preparation, monitoring and controlling expenditures in accordance with budget allocations, and preparing and presenting budget proposals.
- Serve as lead on document conversion projects; work with vendors on needs and contractual agreement(s); assist with planning, testing, and implementing the integration of newly formed electronic records; and trains employees in new record technologies.
- Develop and implement procedures, guidelines and controls for storage, retrieval, tracking and filing of active and inactive records. Arrange facilities, packing, labeling and transfer of records.
- Prepare files and plans for microfilming; review files for content, order and identification; identify records which are not to be microfilmed; prepare microfilm targets; coordinate the transfer of documentation to microfilm vendor.
- Coordinate and schedule purging, archival and disposal of records including records with historical value. Organize storage areas.
- Assist with grievance(s) investigation involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approves leave requests.
- Research all applicable rules and regulations concerning records retention, maintaining current knowledge of statutes and regulations pertaining to public records, presenting system change recommendations to managers and supervisors, and implementing decisions. Attend conferences, seminars, and meetings as required.
- Ensure timely, adequate and organized responses to public records requests, claims and litigation. Assure compliance with applicable laws governing the release of public records and may confer with department's management or attorney. Supervise, train, provide technical information and assistance, and coordinate the activities of subordinate employees. Determine work procedures, prepare work schedules and determine methods for expediting workflow. Issue instructions and oversee work for exactness, neatness and conformance to policies and procedures; evaluates performance.
- Orders equipment and supplies necessary to maintain Records Management Systems.

## **RECORDS SPECIALIST**

### **Classification Description - Pierce County**

**Page 2**

#### **OTHER JOB FUNCTIONS**

- Assist with planning for the department's vital records program to ensure the availability of needed or required records following a disaster.
- Assist with providing reprographic services to customers.
- Coordinate maintenance for all reprographic and micrographic equipment.
- Perform other duties as assigned or required.

**SUPERVISION EXERCISED AND RECEIVED:** This job class supervises assigned office support staff. Work is performed with considerable latitude for independent judgment and is reviewed by an administrative supervisor for results attained and quality of services provided.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions. The work is performed in an office environment.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential job function. Finger dexterity is required to use and operate a personal computer and related office equipment. Hand, arm, and leg dexterity is required to lift, carry, reach or move records and files. This position is required to lift and carry records and files weighing up to forty pounds on a routine basis. The use of eye sight to read files, records, and office correspondence. This position is required to use verbal and written communications skills.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Comprehensive records retention systems and all applicable records retention rules and regulations.
- The types and purpose of public sector records for applicable department.
- Micrographics, document scanning, and reprographic processes and techniques.
- Personnel management.
- Computer applications especially databases.

##### **Skill in:**

- Records management administration.

##### **Ability to:**

- Plan, supervise and evaluate the work of subordinates.
- Prepare and present options for long-term records storage and retrieval systems.
- Operate and maintain peripheral equipment.
- Communicate technical information effectively.
- Establish and maintain effective working relationships with staff, other agencies and the public.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

## **RECORDS SPECIALIST**

### **Classification Description - Pierce County**

#### **Page 3**

**MINIMUM RECRUITING REQUIREMENTS TO APPLY:** Three or more years of related public sector records retention, storage, and retrieval experience required. Experience working with directly related complex, multi format records systems and electronic document management and conversion highly desired. Any equivalent combination of education and experience, or demonstrated ability to perform the duties of the position may substitute for the recruiting requirements.