

Records Technician

JOB TITLE: Records Technician

FLSA STATUS: Non-exempt

GRADE: 37

DEPARTMENT: Human Resources

APPROVED DATE: 12/2021

REVISED DATE: 02/2022

Job Summary

Provide assistance to records management and staff in managing office records. Coordinate with other departments in maintaining and managing records, reports and documents. Maintain and update records, reports and documents in a database.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Manage the digitizing and scanning of Human Resources records.
2. Maintain a records management system; assist with set up of new files and indexes for complex documents.
3. Create files according to standard filing rules, legal requirements, and/or work unit procedures.

4. Perform data entry tasks and update existing records.
5. Search, retrieve, and investigate records information using filing systems.
6. Follow established retention according to state mandated retention schedule procedures.
7. Assist with presenting and training of records management.

Additional Duties and Responsibilities

1. Continue to acquire new knowledge and update skills to enhance professional performance in all areas of responsibility.
2. Stay informed of leading issues, trends, theories, applications, and tools that may impact the library system.
3. Prepare correspondence and reports.
4. Assist with other training as needed.
5. Attend meetings, trainings, and workshops as assigned.
6. Assist with other projects as required.
7. Perform other duties as assigned.

Supervision

This position reports to the Assistant Director of Human Resources. This position does not supervise the work of others.

Knowledge, Skills, and Abilities

1. Knowledge of records retention systems.
2. Knowledge of preservation and destruction of public records (RCW 40.14)
3. Strong customer service and strong communication skills.
4. Strong project management and organizational skills.
5. Strong problem-solving, conceptual and analytical thinking skills.
6. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
7. Demonstrated ability to listen, understand, and interpret information received from employees and managers from diverse backgrounds.
8. Ability to work independently and to set priorities.

9. Ability to communicate effectively with diverse audiences.
10. Ability to work cooperatively and maintain effective interpersonal relationships with the public and co-workers.
11. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, e-mail, and internet navigation in addition to other office equipment and security systems.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. A minimum of one year of experience managing records management systems including management of electronic records and recordkeeping systems for a government agency; OR any equivalent combination of experience, training and education is required.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. The incumbent may occasionally move objects or materials weighing up to 35 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.