



## City of Irving Job Description

### Records Technician

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	City Secretary Office
<b>Job Code:</b>	8162	<b>Reports To (Job Title):</b>	Records Management Administrator

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#### **PURPOSE**

To work with departments in transferring, storing, and retrieving records in compliance with the records management program, city and state statutes and industry standards to the Irving Municipal Records Center (IMRC). Perform a variety of technical duties in the maintenance of city records; scans indexes and films documents; and coordinates outsource storage and retrieval with vendors. Provides support to the Records Management Administrator (RMA).

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Admit records into the IMRC using a multi-step process and Versatile Enterprise, the records management database.
- Assist departments in reference and retrieval of records stored by the IMRC.
- Serve as primary contact for outsource storage vendors, overseeing transfer and retrieval of information stored offsite.
- Prepare records for scanning; scan and index records using OnBase document imaging system.
- Assist in records destruction process; pulling records approved for destruction, witnessing onsite shredding of records by mobile shredding vendor.
- Complete record checkout forms and review status of records extending due dates or request records be returned to the IMRC.
- Compile statistics, collect data and submit monthly/quarterly statistics on IMRC usage to the RMA.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Perform a variety of filing and general office duties.
- Prepare documents for filming and processes film for vital records protection as needed.
- Complete special projects as assigned by the Records Management Officer and City Secretary.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- High school diploma or general education degree (GED)

### **EXPERIENCE**

- One (1) year records management, clerical or related experience, demonstrating knowledge of Word and Excel and experience with scanning equipment, databases and microfilm equipment.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

### **KNOWLEDGE OF**

- Office / Industry Software: Current word processing, presentation, spreadsheet, and database programs used by the City, particularly Word, Excel, and Outlook, as well as records management programs, including Versatile Enterprise records management database and OnBase.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Records Management: Principles and processes in the preparation, filming, developing, storage, retrieval, and retention of City records.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and documents in data entry.
- Basic Math: Handling simple math calculations of adding, subtracting, multiplying and dividing.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Mechanical/Technical: Safely operating diverse equipment, including computers, telephones, scanners, copiers, readers, calculators, and fax machines.
- Record Management: Performing processes that include inventorying, scanning, filing, and shelving of records.

- Oral and Reading Comprehension: Understanding information and ideas presented verbally and in writing, which includes interpreting and following oral and written instructions.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Time Management: Managing time, staying on task and completing assignments within assigned time.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **CONTACTS**

This employee interacts with city staff from all departments for reference request and transfer issues, as well as with vendors when coordinating for retrieval of records stored offsite.

## **EQUIPMENT AND PROPERTY**

The position operates a computer, printer, copier, scanner, phone, fax, and microfilm equipment. In the records warehouse, s/he will also utilize shelving, ladders, boxes, and a security alarm

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

This is a physical job when dealing with records/boxes, requiring a lot of mobility and strength. The job can be very sedentary while working for hours on the computer or scanner. While performing the duties of this job, the employee constantly is required to carry, grasp, handle, feel, kneel, listen, pull, push, reach, see, sit, stand, talk, and/or walk. Frequently, s/he is required to balance, climb, lift up to 40 pounds, and/or stoop. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee frequently is exposed to confining workspace; a moderate amount of dirt and dust and noise from shredding equipment.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.