



City of Irving Job Description

Senior Records Technician

FLSA Status:	Non-Exempt	Job Department:	City Secretary Office
Job Code:	08152	Reports To (Job Title):	Records Management Administrator

PURPOSE

To maintain records integrity ensuring records can be tracked, accessed and destroyed in accordance with the records management program, city and state statutes and industry standards through quality checks of Versatile Enterprise, the records management database, and through training users of records management services. Coordinate outsource projects, and provide administrative staff support to the Records Management Division. Scan, quality control and when necessary microfilm records for reference use and vital records protection.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Perform quality control check of all council action files to ensure files are correct and all related documents included are accurate.
- Inspect all documentation for records that are to be transferred to the Irving Municipal Records Center (IMRC); verifying content, and Versatile Enterprise, for accuracy.
- Provide orientation and training to city employees in the process of records transferred and how to use Versatile Enterprise to research departmental records stored by the IMRC.
- Supervise outsource projects, serving as primary contact for vendors, overseeing vendor staff while on-site, quality control, and updating the records management database to reflect the results of outsourcing.
- Prepare records for scanning; scan and index records using OnBase document imaging system.
- Consult with Information Technology on set up of departments to use OnBase.
- Perform annual quality review of microfilmed records for signs of image deterioration as required by Texas State Library and Archives Commission (TSLAC).
- Submit resolution requests for council using MinuteTraq software.
- Verify that records are accurately documented as destroyed in Versatile Enterprise; update reports and check shelf locations.
- Assist departments in reference request and retrieval of records stored by the IMRC.
- Order division supplies.
- Process Records Divisions purchases and payments using P-Card, DDR, and Purchase Orders.
- Cross-train to perform Records Technician assignments if necessary.

OTHER DUTIES AND RESPONSIBILITIES

- Administer outsource microfilm projects including bidding; services as the primary contact for vendors, overseeing vendor staff while on-site, quality control and updating records database as needed.
- Perform all functions for in-house microfilm process as needed in accordance with the requirements established by the American National Standards Institute and the Texas State Library and Archives Commission.
- Perform minor maintenance and coordinates repairs on machines and equipment used in the Records Management Division.
- 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

Handles purchases for division by acting as the P-Card administrator, creating DDR and Purchase Orders as requested by the RMO. Receives approval from the RMO and submits invoices into Banner system for payment.

QUALIFICATIONS:

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

EDUCATION

- Associates degree, or a high school diploma or general education degree (GED) with equivalent, qualifying work experience.

EXPERIENCE

- Two (2) years of records management, clerical or related experience demonstrating a good knowledge of Word and Excel, and including experience with scanning equipment, databases and microfilm equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

- None

KNOWLEDGE OF

- Records Management: Principles and processes for the storage, retrieval, and retention of local government records and Generally Accepted Recordkeeping Principles (GARP).
- Imaging Methods: Document scanning, filing, and microfilming processes.
- 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. Further, this position utilizes MinuteTraq and Banner HRIS software.
- 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.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of repair, and efficiency.

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.
- Teaching: Conveying records management concepts.
- Quality Assurance: Reviewing the work of others for quality and completeness.
- 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

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

This position interacts with city staff, primarily at the management, director, and administrative level. Externally, this position interacts with vendors for outsourcing projects, purchases and clarification of disputes, to assist the RMA, as well as, professional association and the ARMA.

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.*

While performing the duties 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.