

## **RECORDS TECHNICIAN I/II**

### **DEFINITION**

Under supervision, incumbent performs the full range of activities associated with records storage and preservation, including organizing, imaging, storing, retrieving, and disposing of court and administrative records; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Records Technician I* is the entry-level class in the records management series. Initially under close supervision, incumbents learn the various tasks associated with the operation and maintenance of a central records center storage and preservation systems. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Records Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level class.

*Records Technician II* is the center-level class of this series, fully competent to independently perform the full range of records storage and preservation duties. This class is distinguished from Records Management Supervisor in that the latter is responsible for supervising records management staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Operates and maintains records center storage operations including receiving, storing, retrieving, and disposing of records and information.
- Prepares documents for imaging, images documents, and disposes of source documents.
- Processes microfilm and performs quality assurance testing on finished film.
- Develops and maintains indices of imaged documents and registers for shelf-stored documents, records retention schedules, and retrieval procedures.
- Protects records' confidentiality and security.

- Performs routine maintenance and minor repairs on equipment used in imaging documents and developing microfilm.
- Handles and disposes of hazardous materials according to safety instructions.
- Maintains supplies inventory.
- Maintains monthly storage, retrieval, and destruction statistics and prepares production reports.
- Verifies contents of documents being stored and physically moves and stores records.

### **WORKING CONDITIONS**

- Use of appropriate equipment and safety techniques, the transportation and storage of heavy records containers, and use of chemicals to process, duplicate, and test microfilm is required.
- Must be available to work overtime and on weekends and holidays.

### **QUALIFICATIONS**

The level and scope of the knowledge and abilities listed below relate to the duties as defined in Class Characteristics.

#### **Knowledge of:**

- Records maintenance procedures and techniques, including inventorying, filing, sorting, duplicating, distributing, maintaining, storing, and disposing of records.
- Microfilming processes and records management equipment, including camera duplicator, densitometer, processor, reader/printer, and shredder.
- Hazardous materials handling and disposal.
- Basic equipment maintenance procedures.
- Basic safety principles, practices, equipment, and materials related to the work.
- The operation of personal computers and the use of specified computer applications, such as word processing and data entry.

#### **Ability to:**

- Apply records management techniques.
- Operate and perform basic maintenance on microfilming and other records management equipment.
- Organize own work, set priorities, and meet critical deadlines.
- Apply quality control standards.
- Maintain records, indexes, logs, reports, and supplies inventory.
- Safely handle and dispose of hazardous materials.
- Maintain accuracy and attention to detail.
- Operate personal computers and use specified computer applications, such as word processing and data entry.
- Communicate effectively in English, orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of the work.

**Licenses and Certificates:**

None.

**Education and Experience:**

*Records Technician I:* Equivalent to graduation from high school and two years of experience involving imaging or records center operation.

OR

One year as an Office Assistant II with the judicial branch.

*Records Technician II:* Equivalent to graduation from high school and two years of operational experience in records management.