

RECORDS CENTER TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, to collect, process, and retrieve a variety of files and documents in the City Record Center; to locate, retrieve and deliver requested material from and returned to the Record Center; to file, transfer, and dispose of City records; to provide assistance to other departments and the public regarding records; and to perform related duties as assigned.

EXAMPLES OF DUTIES--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Receives and responds to requests from various departments for documents and records via computer; prepares requests for delivery by entering data into a database, researching locations, and generating receipt forms; pulls and delivers requested materials to City departments; picks-up and returns records to Record Center; files and re-files documents being added or returned to the Record Center; processes material into the Record Center computer system and prepares reports; transfers inactive City documents, files, and materials to the Record Center and Archives; assists in the acquisitions, maintenance, and preservation of material into the City Archival and Collection Rooms; assists with various conservation activities to support the long-term storage and preservation of City archival materials; conducts detailed research requests for subpoenas, freedom of information requests, and public records requests; assists researchers at the Record Center; assists other City departments with inquiries regarding policies and procedures related to records; identifies, collects, and disposes of documents and material that have been authorized for disposal using detailed departmental disposal notices; shreds material authorized for disposal utilizing an industrial shredder; moves shredded material to recycling area using forklift; picks-up and delivers outgoing mail; processes City mail for delivery using automated mail machine; assists the City Clerk with election requirements and preparation and distribution of handbooks for commissioners and candidates; performs routine inventory and housekeeping duties to maintain a clean and safe environment in which to store City records.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of modern records management/archives practices.

Modern office procedures, methods, and equipment including computers.

Applicable software applications used in records management including database software programs used for inventory management and access to record holdings.

Principles and practices of file indexing and filing systems.

Procedures used in implementing legal guidelines, regulations, laws, and procedures governing the confidentiality, security, and administration of municipal records.

Pertinent Federal, State, and local laws, codes, and regulations governing the utilization, preservation, and disposition of City records.

Ability to:

Interpret and apply administrative and departmental policies and procedures.

Maintain accurate records and files.

CITY OF OCEANSIDE
Records Center Technician (Continued)

Process a wide range of detailed paperwork and data in accordance with specific procedures.
Accurately enter and retrieve data utilizing a computer terminal.
Create, modify, and produce reports.
Respond to requests and inquires from other departments.
Operate office equipment including computers, printers, copiers, and facsimile machine.
Operate micrographic equipment including reader, printers, and scanner.
Operate forklifts and other motorized equipment.
Operate an industrial shredder and a mail processing machine.
Work independently in the absence of supervision.
Effectively organize and prioritize work to meet established deadlines.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Qualifications

Experience:

One year of file management experience is highly desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in records management. An Associate's Degree with an emphasis in modern records and information managements practices is highly desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid forklift operator's license.

SPECIAL REQUIREMENTS

Pass a background investigation including a polygraph, psychological exam, and a medical exam, which will include drug testing.

WORKING CONDITIONS

Environmental Conditions:

Office and warehouse environment; exposure to computer screens; exposure to dust.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for properly lifting boxes of records weighing up to 50 lbs and handling these boxes on ladders at heights of 10 to 12 feet; sitting and standing for prolonged periods of time; repeated bending; speaking and hearing to exchange information.