

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**RECORD SERVICE TECHNICIAN - ASSISTANT**

Spec No. 6242

**BASIC FUNCTION**

Assist in the operation and maintenance of the Records Center, including records warehousing, reference, retrieval, and disposal activities.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Delivers records and materials to requesting departments/individuals and picks up from clients; files, records, blueprints being returned to the Records Center.
2. Locates records and material requested by client departments, perform checkout procedure.
3. Assists in reference, retrieving, and disposal of records; assists with historical records searches, preparation and transfer to the Washington State Archives in Olympia and Bellingham.
4. Assists in the removal and destruction of county records.
5. Assists client departments and the public in person, by e-mail, fax or over the phone by answering file retrieval requests; locates, retrieves, and delivers requested county records.
6. Assists in the entry of county record data manually or on a computer.
7. Assists in preparation of documents to be filmed.

**MINIMUM QUALIFICATIONS**

Six (6) months experience in records management, warehouse operations, general office support; OR, any equivalent combination of education or experience that provides the required knowledge and abilities. Must pass job related tests.

**SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

Job offers will be contingent upon satisfactory results of a post-offer medical examination or inquiry.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- basic office practices and procedures; computer usage and various software packages related to word processing, spreadsheets and databases;

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KNOWLEDGE AND ABILITIES (continued)

- basic math and spelling.

Ability to:

- communicate effectively in writing or orally;
- provide effective customer service;
- form effective interpersonal relationships with a diversity of others;
- handle confidential data with discretion;
- work effectively as a team member.

PHYSICAL REQUIREMENTS

Positions in this class typically require standing for 30+ minutes at a time; daily lifting, moving, or carrying of objects up to fifty (50) pounds; daily crouching, crawling, bending, kneeling, climbing, reaching or balancing; daily operation of a motor vehicle on public roads; and weekly focus on a computer screen for 2+ hours at a time..

SUPERVISION

The employee reports to Records Management Supervisor.

WORKING CONDITIONS

Work is typically performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1998 as Records Service Technician-Trainee  
Revised and Retitled: March 2005  
Revised: January 2006  
EEO Category: 6 – Administrative Support  
Pay Grade: 302 – Clerical Pay Plan  
Workers Comp: 1501 Hazardous