

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **RECORDS MANAGEMENT TECHNICIAN**

Spec No. 6387

### **BASIC FUNCTION**

To perform a variety of records management functions to facilitate ready access to all public records housed in the Records Management Center.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Provides records delivery and retrieval services for records being transferred to and from the Records Center and county departments, within established service-level guidelines.
2. Assists county employees in person, by phone or by email with answering questions, completing record requests, and explaining services and procedures.
3. Verifies records box and item accession documentation for adherence to established records transfer procedures; assists clients in preparation of records transfer forms.
4. Performs box numbering, accessioning, shelving and file cross referencing duties.
5. Prepares and types reports, forms, notices, documents, indexes and correspondence.
6. Performs physical item and box inventory control activities using bar code readers and computerized audit programs.
7. Enters data on a computer terminal; sets up and maintains computer files; retrieves information from terminal; proofs and corrects work entered; purges files of obsolete or incorrect information.
8. Assist with the destruction processing of records from the Records Center as directed to comply with state and federal regulations.
9. Performs records analysis and categorizes accessioned records for retention value and archival disposition.

### **STATEMENT OF OTHER JOB DUTIES**

10. Monitors physical conditions in the Records Center to ensure that environment is suitable for the storage of inactive, semi active, historical and archival records.
11. Assist with design of shelving layouts and constructs shelving as needed.
12. Serves on a variety of teams and committees as needed.
13. Performs related duties as required.

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### **MINIMUM QUALIFICATIONS**

One (1) year office or records management experience; demonstrated physical inventory experience; OR any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

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

A valid Washington State Driver's license is required.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- office practices and procedures;
- principles of records management;
- records appraisal techniques;
- physical inventory techniques;
- laws, regulations, and statutes regarding county records retention, disposal and maintenance;
- public disclosure and right to privacy laws.

Ability to:

- operate computer and office and warehouse equipment;
- follow oral and written instructions;
- communicate effectively orally and in writing;
- file, maintain and retrieve records accurately;
- maintain integrity of records and confidentiality;
- plan and organize work with attention to detail;
- work under pressure;
- work with minimum supervision;
- deal with the public in a tactful and courteous manner.

### **SUPERVISION**

Employee receives general supervision from the Records Management Supervisor.

### **WORKING CONDITIONS**

The work typically requires prolonged walking and standing for 30+ minutes at a time; daily lifting, moving or carrying of objects over fifty (50) pounds; daily crouching, crawling, bending,

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#### WORKING CONDITIONS (Continued)

kneeling, climbing, reaching and balancing; use of ladders/step stools; daily operation of a motor vehicle on public roads with minimal supervision; weekly focus on a computer screen for 2+ hours at a time; periodically involves working outside in inclement weather. Required to push cart to storage units and push over carpets, concrete and aggregate surfaces.

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: March 1988 as Records Center Assistant  
Revised and Retitled: April 1990 as Records Management Technician  
Revised: July 2016  
Previous Spec No. 6166  
EEO Category: 6 – Office and Administrative  
Pay Grade: 308 – Clerical Pay Plan  
Workers Comp: 1501 Hazardous