

SNOHOMISH COUNTY JOB DESCRIPTION

RECORDS SPECIALIST - PDS

Spec No. 6225

BASIC FUNCTION

To develop, coordinate and manage the operations of department records center to ensure compliance with state law. To provide effective processing and retrieval of department information for county staff and the public.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develop, recommend and implement record archival, transfer and storing procedures.
2. Retrieve, research, reproduce and refile documents and reference material for public and employees; retrieve documents from off site storage facilities.
3. Develop and maintain record retention schedule and guidelines; monitor for compliance; advise departmental staff on records management and public disclosure issues.
4. Arrange for proper disposal of all records.
5. Develop, recommend and implement records management goals.
6. Establish and maintain records arrangement, indexes and supporting equipment; correlate information for micro filming project.
7. Serve as liaison between county records management and PDS (Planning and Development Services).
8. Answer incoming phones from public and employees.
9. Conduct maintenance on office equipment as needed and log repairs.
10. Copy information and certify copies for public.
11. Attend professional seminars, training and meetings as required.

STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

AA degree in public administration and two (2) years experience previous records management experience; OR, any combination of training and/or experiences that provides the required knowledge and abilities. Familiarity with land use regulations and terminology. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- filing procedures and methods of indexing and storage;
- state laws and regulations regarding management of records;
- computer systems;
- micrographic and reprographic processes and techniques;
- public disclosure and right to privacy laws.

Ability to:

- follow oral and written instructions;
- communicate effectively orally and in writing;
- make change quickly and accurately;
- work under pressure;
- work with minimum supervision;
- deal with the public in a tactful and courteous manner;
- accurately utilize standard and specialized office equipment;
- operate on line terminals to enter data, perform data verification and make corrections to data;
- maintain integrity of records and confidentiality.

SUPERVISION

Employee receives general supervision from an administrative superior as assigned.

WORKING CONDITIONS

The work is 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: January 1997
EEO Category: 6 – Administrative Support
Pay Grade: 237 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous