

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **RECORDS SPECIALIST**

Spec No. 6167

### **BASIC FUNCTION**

To develop, implement and maintain departmental records management systems to provide effective processing and retrieval of information for county staff and the public. To research, evaluate and assign addresses in conformance with county regulations.

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

1. Manages a department's records center by analyzing user's needs for information and developing filing and retrieval, indexing, retention scheduling, storage, processing and disposal systems for records.
2. Develops short and long range goals for the department's records management program; establishes, implements, evaluates and revises work plans.
3. Establishes effective records arrangements, indexes and other finding aids, oversees equipment use and maintenance, assists users and maintains a safe clean environment.
4. Develops and implements departmental procedures, guidelines and controls for storage retrieval, tracking and refiling of inactive records; arranges facilities and the packing, labeling and transfer of records.
5. Analyzes records for filming applications and manages the department's microfilming program, interfacing with the county Micrographics unit as needed; operates camera, film reader/printer photocopier to microfilm and reproduce documents.
6. Assists users of departmental information resources by retrieving, researching, reproducing and refiling documents and reference materials.
7. Develops records retention schedules and guidelines; coordinates approval of schedules by state archives; processes and maintains approved schedules and monitors department wide compliance.
8. Authorizes address assignments according to established policies and procedures; reviews and researches the long range use of property for future impacts to address assignments.
9. Identifies department's vital records and determines appropriate measures to provide protection; films or duplicates vital records and secures backup copies.
10. Arranges for the disposal of materials by coordinating with the county records management unit for transfer to the state archives or for shredding, recycling or trashing.
11. Advises departmental staff on various records management related activities such as files management and public disclosure requirements.

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### STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Five (5) years general office experience, including two (2) years experience in Micrographics or records management; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### 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](#)

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Class Established: January 1990  
EEO Category: 6 – Administrative Support  
Pay Grade: 237 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous