

RECORDS SPECIALISTDEFINITION

Under general supervision, performs responsible administrative support, computer database maintenance, and technical work of a specialized nature in the operation of a centralized records management system.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Develops and implements manual and computerized systems and procedures for centrally classifying, indexing, filing, retrieving, and controlling a large volume of engineering records, including plans, specifications, maps, drawings, reports, correspondence, contracts, and other documents. Establishes and maintains programs for the conversion of standard, manually operated filing systems to mechanized microfilm and other reduced document filing and retrieval systems. Establishes record retention and retirement schedules in accordance with departmental operating needs and legal requirements. Supervises and participates in classifying, indexing, filing, retrieving and controlling file materials, preparing printed materials for microfilming or other copy reduction processes, and having reduced materials enlarged and reproduced. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The work of this class is responsible clerical and technical work of a specialized nature involved in the efficient and effective operation of a large, centralized record retention and retrieval system requiring the use of considerable initiative and judgment. Decisions are made independently in accordance with clearly established systems and procedures and are reviewed through internal controls and periodic audit.

MINIMUM BASIC QUALIFICATIONS

Three years of experience in the use of database software, computerized records or data filing storage and retrieval systems, microfilm equipment, or any equivalent combination of training and experience, which provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: photolithographic uses, methods, and processes; engineering related documents; computer database management and report printing, principles and practices of filing, record keeping and computerized data storage systems associated with governmental, business, or service agencies; the uses and practical applications of the microfilm reader printer.

Ability to: follow oral and written instructions independently; establish and maintain effective

working relationships with internal/external customers and other City employees.

CHARACTERISTICS OF A SUCCESSFUL PERFORMER:

The successful performer is well organized, detail oriented, and enjoys working independently. S/he is able to work on several projects simultaneously, prioritizing assignments and adapting to circumstances as needed. This customer oriented, industrious individual works rapidly and effectively to assist the public and City staff in a friendly and professional manner.

Class title established per Council Resolution No. 88-38,  
effective 7-1-88

Class Specification Revised: 12/97