



JOB DESCRIPTION

<u>POSITION:</u>	RECORDS TECHNICIAN
<u>HEADQUARTERS:</u>	Carlsborg
<u>STATUS:</u>	Regular, Full-time, Non-Exempt Staff Position
<u>WORK WEEK:</u>	Monday-Thursday, 6:30 a.m. – 5:00 p.m.
<u>SUPERVISOR:</u>	Communications & Government Relations Manager
<u>SALARY RANGE:</u>	Range 12 (\$2,755 to \$4,476 per month effective 1/1/2023)

PURPOSE: Assist in the storage, retrieval, retention and destruction of District records in compliance with state and federal laws. Load, transport and deliver items between District facilities in a safe, friendly and timely manner while operating vehicles and equipment in a safe and efficient method in a manner that contributes to the successful accomplishment of the District's mission and goals.

ESSENTIAL JOB FUNCTIONS:

- Handle confidential matters with discretion, and ensure confidential records are stored securely.
- Process incoming mail and correspondence in a timely manner.
- Open and distribute District courier envelope documents.
- Scan, index and file District documents with a high degree of accuracy and attention to detail.
- Prepare, scan and index batch documents as required.
- Provide document retrieval service as requested by coworkers; maintain log of requests. Re-file boxed records and documents after retrieval.
- Transport and retrieve boxed records to and from storage center as needed.
- Purge and record boxed records to be destroyed, and update boxed records databases accordingly.
- Assist in management of hard copy filing systems, purging and boxing records for storage.
- Participate in accident prevention program, including training and compliance with applicable rules and regulations.
- Stay educated on records retention regulations by attending conferences, meetings, seminars and other training as required.
- Load, transport and deliver items to and from District Offices and other locations in a safe and timely manner.
- Provide excellent customer service for both internal and external customers.
- Adhere to assigned routes and follow time schedules as directed for courier services.
- Abide by all transportation laws and maintain a safe driving record.
- Pick up payments at area drop boxes.

ADDITIONAL JOB FUNCTIONS:

- Be proficient in the operation and maintenance of cameras, retrieval units, copier, electric paper shredder, fax equipment, scanner, and other equipment as needed.
- Assist in training of new personnel as requested.
- Be responsible for the cleanliness and orderliness of the Records Storage Center.
- Maintain District photos and news article scrapbooks.
- Assist in recycling program.
- Perform other duties as assigned, including working in any District office as needed.

JOB STANDARDS:

Knowledge, Skills and Abilities:

- Basic skills for operation of a computer workstation.
- Ability to work without close supervision and to make decisions compatible with prior instructions.
- Ability to understand, follow and communicate accurate, clear and concise written and verbal information and instructions.
- Math, reading and writing skills required for the job functions.
- Ability to operate scanning equipment efficiently to facilitate completion of job functions.
- Must have the ability to train others in necessary job skills.
- Working knowledge of filing systems.
- Accurate typing speed of 40 words per minute required.
- Excellent memory and recall aptitude.
- Ability to work efficiently under stress and time constraints.
- Demonstrate a positive attitude, good work ethic, promptness in work arrival and in accomplishing all tasks.
- Ability to work amidst distractions and interruptions.
- Must develop a working knowledge of safe work practices and accident prevention procedures, tools and equipment as related to job functions.
- Knowledge and familiarity with local area and/or GPS and maps.

Education, Experience and Training:

- Must have training in office machines and techniques.
- Must have a high school diploma or equivalent.
- Three years of general office experience in a high-volume, detail-oriented environment with emphasis on records management is preferred.

Other Requirements:

- Pass a District physical examination and be able to perform essential job functions.
- Valid Washington State driver's license and a safe driving record. Employees moving from out of state must obtain a Washington State license in accordance with Washington State law.

WORKING CONDITIONS:

- The job functions will generally be performed in an indoor office or warehouse environment.
- There will be outdoor work in various weather conditions.

WORKING CONDITIONS (continued):

- The job functions require traversing areas where footing is poor and the ground uneven and/or water soaked.
- The job functions include working with persons who exhibit many types of personalities and behaviors.
- Job functions around mechanized equipment will present the need for alertness and safety awareness.
- The job functions may require climbing ladders to retrieve and replace boxes of records.
- May encounter the need to work with hazardous materials.

PHYSICAL REQUIREMENTS:

- The work requires the ability to lift and carry up to 50 pounds. Boxes and supplies are lifted on and off shelves up to a height of 6.5 feet.
- The work requires the ability to operate office machines, tools and equipment associated with the job functions.
- The work requires the ability to answer questions and communicate with coworkers and others in person and on telephones.
- Work activities involve combinations of walking, kneeling, climbing stairs and ladders, pushing, pulling, bending, lifting and carrying and sitting and standing for extended periods.

EQUIPMENT AND VEHICLES:

- The job duties involve the use of word processing equipment, typewriter, copy machines, computers, facsimile equipment, telephones, retrieval devices, cameras, scanners, CD burners, other office equipment and machines.
- The job requires driving District vehicles such as automobiles and pickup trucks for extended periods of time to pick up boxes, mail and courier.
- Future work practices may necessitate the use of different equipment, vehicles and tools.