



Records Technician

Reports to: Facilitator
Region or Department: Central File

Classification: Classified, 2
Date: 09/23

Job Summary:

Assists with the maintenance of all Central File records and implements Central File procedures regarding records in Learning Development by carrying out a variety of secretarial responsibilities.

Qualifications:

1. High school graduate
2. Six months of clerical/secretarial experience.

Essential Functions:

1. Establishes and maintains a current and confidential filing system.
2. Processes written, phone and facsimile requests regarding collected data and releases for information.
3. Completes scheduled activities such as "purging" records.
4. Prepares, files, maintains and copies inactive microfiche records.
5. Answers the phone and responds to questions, requests, and releases from clients, staff and other agencies.
6. Types and proofreads correspondence and various forms, lists, tables, reports and technical prose.

Additional Responsibilities:

1. Orders and maintains supplies.
2. Works with Facilitator to assist with other matters concerning Learning Development.
3. Participates in projects, committees or activities to support the mission of the program, unit and Agency.
4. Participates in staff development and professional growth activities.
5. Performs other such duties as may be assigned.

Knowledge, Skills and Abilities:

1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member.
3. Ability to ensure confidentiality of records at all times.
4. Ability to accurately interpret and relay information related to current laws and rules.
5. Ability to act independently consistent with established procedures.
6. Knowledge of general office procedures, including word processing.
7. Ability to read and interpret documents, write reports and correspondence, and apply appropriate mathematical concepts.

Physical Requirements:

1. Normal, routine levels of bending, lifting, carrying, climbing, reaching, sitting, standing, and walking.
2. Sufficient manual dexterity to be able to operate office equipment needed to complete responsibilities including, but not limited to, computers, fax machines, copy machines, typewriters, telephones.

EOE/M-F-H-V