

SNOHOMISH COUNTY JOB DESCRIPTION

RECORD SERVICE TECHNICIAN

Spec No. 6243

BASIC FUNCTION

To perform a variety of Records Management functions including processing client retrieval and filing request; protecting and facilitating ready access to centralized county records.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists client departments and the public in person and over the phone by answering file requests; locates, retrieves, and delivers requested county records within two (2) hours.
2. Loads, transports, and shelves shipments of materials transferred to the records center from client departments.
3. Performs records filing and file system maintenance.
4. Fulfills record requests requiring extensive research, locating and delivering the items to the requester.
5. Assists in the removal and destruction of confidential county records as directed to comply with state and federal regulations.
6. Enters county records data manually or on a computer; assists in the maintenance of the manual and electronic file locator and inventory systems.
7. Assists in organization, preparation, and delivery of records transferred to Washington State Archives in Olympia and Bellingham.
8. Assists in preparation of documents scheduled for microfilming.

STATEMENT OF OTHER JOB DUTIES

9. Provides back up and peak-load coverage for work of co-workers.
10. Serves on a variety of teams, committees and task forces as needed.

MINIMUM QUALIFICATIONS

One (1) year experience in records management; OR any equivalent combination of education or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

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SPECIAL REQUIREMENTS (Continued)

When assigned to the Department of Information Services:

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principals and practices of records management
- laws, regulations, and statutes regarding county records retention, disposal and maintenance
- public disclosure and right to privacy law
- basic office practice procedures
- computer usage and various software packages related to word processing, spreadsheets and databases
- basic math and spelling

Ability to:

- communicate effectively orally and in writing
- demonstrate effective customer service
- effective interpersonal relationships with a diversity of others
- handle confidential data with discretion
- work effectively as a team member
- perform multiple tasks

PHYSICAL REQUIREMENTS

Heavy lifting of up to fifty (50) pounds; climbing up and down a ladder while carrying a box weighing up to fifty (50) pounds, and placing or removing the box from a shelf that could be up to twelve (12) feet high; daily lifting, moving, or carrying of objects up to fifty (50) pounds; daily crouching, crawling, bending, kneeling, climbing, reaching or balancing; daily operation of a motor vehicle on public roads; are fundamental aspects of this position.

Physical stamina to work on feet for majority of workday is also a job requirement.

Must be able to comfortably reach and grasp objects a minimum of seventy-four (74) inches above the floor.

SUPERVISION

The employee reports to Records Management Supervisor.

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WORKING CONDITIONS

Positions in this class typically require working 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: June 1998 as Records Service Technician
Revised: April 2000; February 2006, January 2006, February 2017
EEO Category: 6 – Administrative Support
Pay Grade: 306 – Clerical Pay Plan
Workers Comp: 1501 Hazardous