

SNOHOMISH COUNTY JOB DESCRIPTION
RECORDS MANAGEMENT SERVICES SPECIALIST

Spec No. 6166

BASIC FUNCTION

To perform a variety of records management functions to provide ready access to all public records housed in the County Records Center and to provide all records-related services to customers.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides or coordinates records delivery and retrieval services for records being transferred to and from the Records Center and county departments, within established service-level guidelines.
2. Assists county employees in person, by phone or by email by answering questions and explaining services and procedures; and by researching and analyzing a variety of records to respond to requests.
3. Verifies records box and item accession documentation for adherence to established records transfer procedures; assists customers in preparation of records transfer forms.
4. Performs box numbering, accessioning, shelving and cross referencing duties; maintains logbooks, worksheets and databases to track circulating records material.
5. May provide lead direction to other Records Center records management staff in their performance of their records management functions.
6. Trains records management and departmental users in the operation of new and revised records management systems; conducts training classes as necessary; acts as an ongoing information resource to system users.
7. Performs physical item and box inventory control activities using bar code readers and computerized audit programs. Provides regular activity reports to the supervisor.
8. Assists in the design and implementation of computerized systems for records management functions and maintains systems as required. Generates scheduled reports utilizing the system's report generator.
9. Coordinates, organizes and tracks the destruction and removal of records from the Records Center and client departments as directed to comply with state and federal regulations. Adheres to legally mandated confidentiality regarding public records.
10. Prepares monthly and year-to-date reports, notices, forms, correspondence and graphs showing productivity, inventory, and activity levels, including the compiling of related statistics.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

11. Coordinates with the Enterprise Scanning Center's coordinators or supervisor and provides transportation for boxed materials to be processed.
12. Performs records analysis and categorizes accessioned records for retention value and archival disposition. Organizes, indexes, prepares and delivers records boxes for transfer to the Washington State Archives in Bellevue, Bellingham, and Olympia.
13. Designs layouts and determines shelving requirements and constructs shelving as needed.
14. Monitors physical conditions in the Records Center to ensure that environment is suitable for the storage of inactive, semi active, historical and archival records.

STATEMENT OF OTHER JOB DUTIES

15. May serve on or attend a variety of teams, committees and task forces as required.
16. Ability to perform all duties of the lower level position at the Records Center.
17. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associate's degree in general business or related field; AND two (2) years experience in records management; OR, any equivalent combination of training and/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.

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of record management
- laws, regulations, and statutes regarding county public records retention, disclosure, disposal and maintenance
- office practices and procedures
- records appraisal techniques
- physical inventory techniques

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KNOWLEDGE AND ABILITIES (continued)

- software applications and databases

Ability to:

- communicate effectively both verbally and in writing
- use county and department standard software, including Microsoft Office products
- provide effective and efficient customer service
- work with minimum supervision
- provide records management training to customers
- develop and maintain effective working relationships with a diversity of groups and individuals in a team environment
- plan and organize work with attention to detail
- handle confidential data with discretion
- interact with the public in a tactful and courteous manner

SUPERVISION

The employee reports to the Records Management Supervisor. Work is performed with some independence and is reviewed and evaluated for quality and conformance to all applicable standards.

WORKING CONDITIONS

Work in this classification typically requires prolonged walking and standing for 30+ minutes at a time; daily lifting, moving or carrying of objects over 50 pounds; daily crouching, crawling, bending, kneeling, climbing, reaching and balancing; use of ladders/step stools; daily operation of a motor vehicle on public roads; weekly focus on a computer screen for 2+ hours at a time; work involves working in inclement weather. Required to push cart to storage units and push over carpets, concrete and aggregate surfaces.

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: March 1988 as Records Center Assistant
Revised and Retitled: April 1990 as Records Management Technician
Revised and Retitled: May 1999
Revised December 2005, October 2016
EEO Category: 6 – Administrative Support
Pay Grade: 233 – Classified Pay Plan
Workers Comp: 1501 Hazardous