

SNOHOMISH COUNTY JOB DESCRIPTION

RECORDS TECHNICIAN – PUBLIC WORKS

Spec No. 6358

BASIC FUNCTION

To perform a variety of office duties, including research Public Works records to provide necessary information and accurate output for Public Works (PW) staff and the general public.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides PW staff and the general public with information and research data from county records; coordinates requests for access to archived files for staff and the public.
2. Researches data from various sources, hard copy files, microfilm, Electronic Document and Records Management System (EDRMS) and personal computer applications and files.
3. Assists in training, advising, providing guidance and assisting selected department workgroup staff, serving as records coordinator in the department's records program activities.
4. Assists in the coordination of the department's electronic filing systems. Assists in the development, implementation procedures, guidelines and controls for electronic data storage and retrieval; assists in the maintenance of a department database of key electronic data filing systems; assists in the coordination of department data structures with DIS and Public Works divisions.
5. Performs copying tasks of files, plans and maps for the general public and Public Works staff.
6. Assists in the processes and maintenance of Public Disclosure requests.
7. Assists in the development of short and long-range goals for the department's records management program; assist in establishing, implementation, evaluation and revision of work plans.
8. Assists in the coordination with the County's Imaging Unit as needed, to determine appropriate filming or scanning applications, and appropriate processes for using its services
9. Assists in the arrangement for disposal of expired records by coordinating with County records management for their transfer to the State archives or for shredding, recycling or appropriate destruction method.

STATEMENT OF OTHER JOB DUTIES

10. Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

One (1) year of basic office experience, including coursework in records management; OR, any equivalent combination of training and/or experience that provides the required knowledge and ability to perform the work. PC skills required. Must pass job related tests.

PREFERRED QUALIFICATIONS

Basic typing (40 wpm) preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures
- comprehensive records management systems
- filing practices and procedures to include state laws and regulations regarding management of records
- electronic records management

Ability to:

- assist the public in determining what their needs are
- quickly learn the names, locations and functions of departmental activities
- communicate effectively both orally and in writing with people of all ages and from a variety of cultural backgrounds
- maintain, file and access records and reports
- learn and retain computer procedures
- work with minimum supervision
- follow oral and written instructions
- read, interpret and categorize data rapidly and accurately
- operate standard office equipment
- meet deadlines and cope with interruptions
- make arithmetic calculations
- maintain records and prepare required reports

SUPERVISION

Employee receives direction from an administrative superior as assigned.

WORKING CONDITIONS

The work is performed primarily in an office environment, although some activities may be performed in a warehouse environment. Physical effort is required to lift materials, equipment, and supplies which may be in excess of 50 lbs.

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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: November 2008
Revised: December 2016
EEO Category: 6 – Administrative Support
Pay Grade: 308 – Clerical Pay Plan
Workers Comp: 1501 Hazardous