

SNOHOMISH COUNTY JOB DESCRIPTION

RECORDS TECHNICIAN

Spec No. 6214

BASIC FUNCTION

To perform a variety of office duties including research of land use and real property records to provide necessary information and accurate output for Planning and Development (PDS) staff and the general public.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides PDS staff and the general public with information and research data from county records pertaining to permits, property tax account records and PDS permit application files, texts, zoning and parcel maps; coordinates requests for access to archived files for staff and the public.
2. Researches data from various sources, hard copy files, microfilm, mainframe and personal computer files, texts, zoning and parcel maps.
3. Uses zoning and parcel maps and assessor field books to research property history and current status.
4. Performs quality control and proofing to ensure a high level of accuracy for microfilmed documents and all property account number information that is compiled.
5. Uses and maintains microfilm files and file storage systems; purges obsolete information.
6. Performs copying tasks of files, plans and maps for the general public and PDS staff.
7. Processes and maintains Public Disclosure requests.
8. Maintains copy machines and microfilm viewers, log usage, order supplies and call for repairs.
9. Maintains off-site storage areas according to state record management regulations; performs storage and retrieval of ZA files, plans, basic and commercial plans, right-of-way and accounting files for county staff and the general public.
10. Prepares files for microfilming; performs year-end file and records management tasks relating to storage and microfilming.
11. Researches and signs off on title elimination's.

STATEMENT OF OTHER JOB DUTIES

12. Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

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

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures
- basic arithmetic
- filing practices and procedures

Ability to:

- assist the public in determining what their needs are
- quickly learn the names, locations and functions of departmental activities
- communicate effectively 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 in a combination storeroom and office environment with trips to off-site storage facilities. Lifting and carrying is required up to thirty-five (35) pounds frequently and up to fifty five (55) + pounds occasionally. May be required to walk up to five (5) blocks to reach storage sites and to retrieve files in inclement weather. Required to push cart to storage units

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and push over carpets, concrete and aggregate surfaces. Ladders/step stools are used to access boxes.

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: January 1997

Class Revised: April 1998, January 2006, August 2017

EEO Category: 6 – Administrative Support

Pay Grade: 308 – Clerical Play Plan

Workers Comp: 1501 Hazardous