



# Records Management Specialist

## Job Description

Department: Clerk  
Position: Career Service  
Grade: 717  
Supervisory: No  
Reports to: Records Management Supervisor

### Summary

Under general guidance and direction of the Records Management Supervisor, performs scanning of documents to store and retrieve by computer. Maintains records by preserving, moving, organizing, re-labeling, retrieving, re-filing, and storing. Keeps an accurate inventory pertaining to storage, life cycle, retention, classification, identification, destruction dates, and shredding of County records.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Scan, index, and link documents, reports, and maps; utilize appropriate computer and County software; verify document quality; determine appropriate resolution, lighting, density, reduction ratio, sharpness, and completeness of images; index film appropriately to facilitate access and retrieval.
2. Provide copies of documents and microfilm to County departments and the public, as requested.
3. Repair damaged documents, maps, and books, as needed.
4. Maintain appropriate controls on physical records; file, retrieve, and re-file maps and records requested by County departments; deliver files and records as appropriate.
5. Maintain an accurate computerized inventory of documents at the records center pertaining to storage, life cycle, retention, classification, identification, destruction dates, and shredding of County records.
6. Function as liaison with assigned County departments; conduct records management training and maintain records management system including digital data to ensure proper use, storage, and disposal of records by County departments; coordinate and respond to project requests.
7. Prepare for scheduled shredding; move and stack boxes; break down and fold boxes.
8. Facilitate efficient record retrieval and inventory; accurately enter appropriate record data into appropriate software; maintain accurate inventory of Records Center.
9. Clean and maintain equipment, as needed.

### For Office Use Only

Job Code: 3066  
Job Title: Records Management Specialist  
FLSA: Non-Exempt  
Effective Date: 9/28/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

10. Assist with moving, retrieving, shredding, and storing of hard copy records and microfilm; re-box and label records and microfilm in damaged or oversized boxes as appropriate.
11. Respond to inquiries regarding records processes and procedures; assist individuals or direct to appropriate resources.
12. Respond to GRAMA requests from the Civil Division of the Utah County Attorney's Office in an appropriate and timely manner.
13. Perform research on documents, as requested.
14. Ensure security of records area to prevent unauthorized entry; ensure security of records at all times.
15. Maintain a keep record of work performed as required by departments.
16. Assist with the expungement of documents; coordinate with the Sheriff's Office; adhere to rules and regulations of expungements.
17. Assist with restoring and preserving historical documents; assist with preserving damaged books.
18. Remain current on laws, procedures, and practices pertaining to the retention and disposition of public records.
19. Attend records management training provided by Utah State Archives Department.
20. Facilitate quarterly box pick-up from County Departments for safe transfer to the Utah County Records Center; organize and coordinate chain of custody and storage of boxes; follow-up with new inventory of each area to maintain updated records.
21. Organize and coordinate maintenance of Records Center.

### **Knowledge, Skills, and Abilities**

- Knowledge of office-operating procedures and equipment
- Knowledge of Government Records Access Management Act (GRAMA) and other laws, standards, and policies related to record management
- Skilled in record keeping
- Skilled in reading, writing, and basic math
- Skilled in records protection procedures
- Skilled in data entry
- Ability to type and operate a 10-key accurately and at an acceptable rate, based on job duties
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to learn scanning software programs
- Ability to maintain strict confidentiality when working with sensitive records
- Ability to maintain high levels of concentration and attention to detail
- Ability to perform basic preservation procedures on historical documents and books
- Ability to perform scanning and other tasks with speed and accuracy
- Ability to maintain high levels of concentration and attention to detail

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### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is performed in a professional office environment. Work may expose the incumbent to possible bodily injury from lifting boxes and climbing ladders. This job requires the use of protective devices such as earplugs, gloves, masks, and back supporters. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors. The employee works for sustained periods of time at a computer. The employee is required to type, file, and lift office supplies or equipment up to fifty (50) pounds. The employee occasionally drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. High school diploma or equivalent.
2. Three (3) years of general clerical support work experience, including one (1) year directly related to duties described above.
3. Equivalent combinations of education and experience may also be considered.

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**Preferred Education and Experience**

- 1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.
- 2. Preference may be given to applicants who have documented proficiency in 10-key.

**Additional Eligibility Qualifications**

- 1. Selected incumbents must obtain Records Information Management (RIM) certification within the probationary period for new hires or the trial period for promoted County employees. Incumbents must maintain certification throughout the duration of employment.
- 2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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