



Records Management Specialist

Job Description

Department: County Administration
Position: Career Service
Grade: 717
Supervisory: No
Reports to: Administrative Services Manager

Summary

Under general guidance and direction of the Administrative Services Manager, performs essential functions across the County's records lifecycle. Digitizes documents for electronic storage and computer retrieval and manages physical records through preservation, organization, and storage processes. Maintains an accurate inventory that tracks storage, life cycle, retention, classification, and destruction dates in compliance with state data privacy and retention laws. Incumbents serving in this classification serve as an appointed Records Officer for the County.

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. Repair damaged documents, maps, and books, as needed; assist with the restoring and preserving of historical documents and records.
3. Maintain appropriate controls on physical records; file, retrieve, re-file, and deliver maps, files and records as appropriate; provide copies of documents and microfilm to County departments and the public, as requested.
4. 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.
5. Serve as liaison with assigned County departments; conduct records management training and maintain records management system including digital data.
6. Coordinate and respond to project requests; ensure proper use, storage, and disposal of records by County departments; ensure compliance with Utah State House Bill 491.
7. Prepare for scheduled shredding; move and stack boxes; break down and fold boxes.

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Job Title: Records Management Specialist
FLSA: Non-Exempt
Effective Date: 12/31/2025
Public Safety: No

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

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.
10. Assist with moving, retrieving, shredding, and storing 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; perform research on documents, as requested.
12. Respond to Government Records Access Management Act (GRAMA) requests from the Civil Division of the Utah County Attorney's Office in an appropriate and timely manner.
13. Ensure security of records area to prevent unauthorized entry; ensure security of records at all times.
14. Assist with the expungement of documents; coordinate with the Sheriff and Attorney offices; adhere to rules and regulations governing expungements processes.
15. Remain current on laws, procedures, and practices pertaining to the retention and disposition of public records and data privacy; attend records management training provided by Utah State Archives Department as assigned.
16. Serve as an appointed Records Officer for the County, delegated through the Utah State Archives.

Knowledge, Skills, and Abilities

- Knowledge of GRAMA and other relevant state and federal laws, standards, and policies related to record retention, data privacy, and disposition
- Knowledge of functions and locations of County departments
- Knowledge of advanced customer service principles and public relations techniques
- Knowledge of procedures relating to records preservation
- Skilled in operating and maintaining document imaging and scanning equipment and related software, including records protection procedures and accurate record keeping
- Skilled in accurate and efficient 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, perform scanning and other tasks with speed and accuracy
- 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

Supervisory Responsibility

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

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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 laptops, desktops, smartphones, 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 listen. 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. The expected hours are 8:00 am to 5:00 pm, Monday through Friday. On a case-by-case basis, 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.

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.

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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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