



Cow Creek Government Office

Position Description

Position Title: Records Management Coordinator

Department: Accounting

Reports To: Finance Director

FLSA Designation: non-exempt

Date Written/Revised: 03/14/2018

Pay Grade: 9

POSITION PURPOSE:

Under general direction, performs the more complex document control/records management duties and/or leads the document control functions for a designated set of projects and/or departments; distributes, stores, scans and catalogs official department and project documentation; ensures that documents and records are readily retrievable for Agency.

ESSENTIAL FUNCTIONS:

- Participate in the development and maintenance of a department-wide file plan and records inventory.
- Maintains the document control and record retention systems database.
- Maintains list of users and permissions.
- Actively participate in the developing, writing and implementing procedures to ensure compliance with requirements affecting retention, dissemination, access, and storage of information specific to assigned area of responsibility; and maintains knowledge of regulatory requirements governing the capture, control, distribution, and retention of project related documents
- Responsible for maintaining controlled document distribution matrices and distribution lists and monitoring
- Assist departments with the development of new document categories and fields for storage.
- Determine departmental records needs; provide assistance in preparing documents for scanning.
- Collect, sort, prepare and scan documents; label and enter documents into the computer system; prepare files and forward document for recycling and/or shredding.
- Convert documents to various formats; assist in transferring data between systems.
- Provide post-scanning quality assurance to ensure batches are complete, accurate, and of high quality.
- Maintain scanning equipment by running calibration tests and basic cleaning; set up scanners for use; troubleshoot scanners functions when required.
- Ensure documents are archived and properly located; maintain confidentiality.
- Maintain files of official recorded documents; file and label documents for permanent storage, communicate and coordinate needs with departments.
- Obtains appropriate approvals and coordinates purging of archived records.

QUALIFICATIONS:

- Associates Degree or two year technical certificate in business administration, public administration, or closely related field and two years of experience in performing records and file management functions (cataloging and filing) including experience with hard copy and electronic document management

systems, records retention, off-site storage and archival processes, configuration management, change control, or quality assurance experience; OR an equivalent combination of education and experience.

- Knowledge of local government regulatory requirements for records and records retention.
- Knowledge of modern office procedures, methods, and equipment including scanners, multi-functional devices, fax machines, computers and computer applications such as electronic document management systems, word processing, spreadsheets, and statistical databases.
- Experience with planning, design and implementation of electronic records management systems
- Knowledge of principles and practices used in the development of records retention schedules
- Ability to work effectively under pressure, meet deadlines, and adjust to changing priorities