

RECORDS MANAGEMENT OFFICER

NATURE OF WORK IN THIS CLASS:

Administers the records management program and activities involving the maintenance, retention and disposition of government records and documents.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Administers the department/agency programs and activities involving the maintenance, retention and disposition of government records and documents.

Establishes policies, procedures and related guidelines for the maintenance, retention and disposition of government records and documents.

Reviews records and reports to ascertain accuracy as well as proper utilization of methods of storing data through microfilming and other sources.

Provides storage and protection for inactive records and documents.

Prepares inventory and other administrative reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, and techniques of records management.

Ability to administer a records management program.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to evaluate program effectiveness and recommend appropriate improvement.

Ability to work effectively with the public and employees.

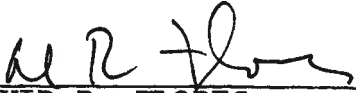
Ability to communicate effectively orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) One year of experience in records management work and graduation from a recognized college or university with a bachelor's degree in business or public administration or related fields; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES,
Executive Director,
Civil Service Commission