CITY OF POMPANO BEACH **JOB CODE 195**
CLASS DESCRIPTION

RECORDS TECHNICIAN

GENERAL

Under general administrative direction, performs technical work in the processing, reproduction and storage of micrographic and electronic media material that involves receipt storage, retention, retrieval and disposition of permanent, temporary and/or vital records. Position requires the use of initiative and judgment to assist with the coordination and maintenance of record retention schedules in accordance with statutes and related regulatory standards and City-wide electronic document management system. Position responsible for responding to customer requests for record retrievals utilizing records database, as well as provides clerical assistance in the City Clerk's Office.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Operates scanning and imaging equipment for document recording and retrieving purposes
- Purges source materials after imaging
- Operates and maintains microfilm reader and printer equipment
- Retrieve records from storage in response to requests from external and internal customers
- Performs systematic destruction of records in accordance with authorized retention schedules set forth by Florida Department of State
- Serves as a point of contact and provides information regarding the City's records management program
- Maintains Police Records files in both microfilm and digital format
- Redacts exempted information in accordance with Florida Statutes prior to providing public records
- Operates standard office, word processing and data entry equipment
- Coordinates record storage for City Clerk's Office and other departments
- Assists in updating City's website with City Commission and CRA meeting Agenda Back-up, Financial Reports for Elected Officials and other requested information to include web streaming
- Assists with supervising part-time Office Assistant I and coordinates and assists with assignment of duties for "Light Duty" Workers' Comp. employees
- Performs other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of hardcopy records conversion and retrieval processes and techniques, e.g., microfilm/microfiche, database storage, imaging and scanning.
- Knowledge of business English, spelling and Math, office practices and procedures.
- Knowledge in standard office technologies. e.g. personal computers, imaging software, web streaming, word processors, and internet.
- Ability to work independently with limited supervision in adherence with department policies and procedures.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to safely and effectively utilize and operate technical processing equipment used in hard copy records conversion to electronic or imaged media.
- Ability to establish and maintain effective working relationships with coworkers, management, patrons and other external entities in a courteous and professional manner.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent G.E.D. Experience in modern microfilming and digital imaging practices and procedures. Records Management Certification. Ability to type routine correspondence and memoranda accurately at a reasonable rate of speed.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Sedentary position. Occasional light lifting up to 40 lbs. The noise level in this environment is usually quiet in an inside office setting.

SPECIAL REQUIREMENTS

None.

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

11/2018
Bargaining Unit: Bargaining
FLSA: Non-Exempt
Pay Grade/Group: 42/17
Location: City Clerk's Office
GERS: Regular: Regular Class