

Code: 0052

Title: RECORDS ARCHIVING SPECIALIST

SUMMARY: This classification converts manual records and other materials into microfilm/microfiche images by use of micrographic equipment, and performs operator-level maintenance, servicing and repairs of associated equipment. This classification also leads and participates in the work of Records Technicians engaged in the storage, inventory, retrieval, delivery and recovery of archived records.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Retrieves or otherwise processes records and materials for microfilming;
Microfilms documents and other media, according to standards, and maintains required records of microfilming and related activity;
Preserves permanent documents using high tech digitizing processes;
Processes/develops exposed film;
Produces microfilm jackets and duplicates of the jackets;
Performs image quality control tests and archival assurance testing;
Maintains quality of permanent microfilm in a climate controlled facility;
Performs operator-level servicing and maintenance of microfilm and peripheral equipment;
Orders, stocks and replenishes microfilming supplies and expendable materials;
Leads other staff in the retrieval of archived files from storage according to requests received, and sends/delivers to requesting offices;
Verifies that file(s) requested are in the boxes identified, and adjusts inventory records as needed;
Packages or transports files and file boxes to staging area for delivery, to include required forms for receipt, signature and return;
Enters file/file box location/disposition information into manual and automated systems to assure accurate tracking;
Retrieves archived records for disposal, per Records Retention Schedules and other applicable guidance;
Receives and screens mail, telephone and on-site visitor records requests to insure information and confidential files are released only to authorized persons;
Trains staff in the preparation, cleaning and microfilming of records;
Inspects file boxes for integrity, damages or extraneous materials, and removes, replaces or repackages files to meet storage standards;
Places files/boxes in correct shelf space using ladders and lifts, moves containers between shelves and reassigns them as required;
Conducts physical inventories of file box contents to verify and adjust inventory records as required;
Rearranges storage areas and equipment to accommodate changes in inventory;
Loads and unloads vehicles with file boxes and related materials by hand or by use of mechanical assistance devices (hand truck, pallet truck, etc.);
Prepares and submits routine and special activity, inventory and disposition reports;
Performs operator-level inspection, service and maintenance of assigned vehicles;
Performs work-area maintenance to minimize dust, rodents, insects and adverse conditions, while assuring maximum fire safety/prevention measures.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and techniques of microfilming and associated operator-level servicing and maintenance of assigned equipment;
- alphabetic, alpha-numeric and numeric manual and automated filing systems;
- Records Center methods, policies
- and practices;
- County, State and Federal records retention guidelines, requirements and documentation;
- procedures for data entry and retrieval from an automated inventory system;
- safe warehouse practices, including the use of mechanical assistive devices, such as hand trucks and pallet trucks;
- principles and practices of employee supervision, training and evaluation.
- County, State and Federal rules and regulations regarding microfilm as a Legal Record and for preservation of microfilm.

Skill in:

- selecting, cleaning and microfilming of records and other media;
- performing operator-level servicing and maintenance of assigned microfilm and peripheral equipment;
- inventorying of files/boxes to determine or verify contents, and creating or maintaining records;
- documenting contents, locations and disposition of materials received, stored, issued or destroyed in manual and automated records systems;
- maintaining security and confidentiality of all materials encountered in performance of duties;
- interpreting and applying records retention guidelines;
- safely and independently moving, carrying and transporting boxes of files manually and with the assistance of mechanical devices;
- operating and performing operator level inspection, servicing and maintenance of assigned vehicles;
- maintaining a safe workplace.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Two years of experience in the preparation, cleaning and microfilming of records and other media;

OR:

(2) One year of experience with Pima County as a Records Technician and six months of experience in the preparation, cleaning and microfilming of records and other media. [Microfilming experience may be concurrent with general experience cited.]

OR:

(3) Two years of experience with Pima County as an Office Support Level II or III or other clerical or paraprofessional administrative support classification which included at least six months of experience in either (a) sorting files for archiving per County/State/Federal records retention guidelines, or (b) preparing County-specific documentation for imaging of records and/or archiving of records, or (c) researching imaged or archived materials for specific records.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: All positions may encounter rodents, insects and mildew/fungus in handling of records, record boxes and while working in records storage areas. Needed protective clothing, equipment and training will be provided.

Physical/Sensory Requirements: All positions require the ability to independently lift and carry boxes of records weighing up to 50 pounds, climb and descend ladders and work platforms while carrying boxes, and work in extremes of heat, cold, humidity and dust.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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