

RANGE N01

**JTC NO. CT8
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Records & Archives Technician

DATE PREPARED: Fall 2006

DATE REVISED: Spring 2009; Summer 2012; Fall 2016

GENERAL SUMMARY:

Responsible for the receipt, organization and disposition of records in the records center and archives including shelving boxes, interfiling records, and requests for information.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assists with maintaining records management databases to identify, categorize, store, retrieve and dispose of records.
- Responsible for maintaining the confidentiality of sensitive information held in the Records Center.
- Manages shelf space assignment by appraising needs and providing solution to alleviate impacted shelves.
- Searches and retrieves information from files and microfilm in response to specific requests.
- Assists with evaluating record requests to determine availability of information and restriction on dissemination. Maintains close liaison with customers to be responsive to problem identification and immediate follow-up to resolutions.
- Disposes of records that have met the required retention period as stipulated in the records retention schedules.
- Conducts records center inventory. Assists with updating the database to accurately reflect the location.
- Provides retrieval of archives historical information for personnel throughout the organization and for community research requests; also arranges intercampus loans of the archival materials.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

First level supervisor is the Records Center and Archives Coordinator; second level supervisor is the Records & Retention Specialist.

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PHYSICAL EFFORT REQUIRED:

Requires the ability to lift records storage boxes weighing an average of 50 pounds and climb stairs.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Graduation from high school or equivalent plus one year of office experience. Ability to handle confidential information. Basic knowledge of current records management concepts. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Ability to communicate effectively verbally and in writing with individuals from diverse backgrounds. The ability to provide quality customer service. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

11/01/06; ccp
revised: 04/2009-ccp
revised: 08/2012 - emm
revised: 12/2016 - emm
ADA/tmm 09.18.18