



JOB DESCRIPTION

JOB TITLE: Records Management Supervisor

JOB CODE: 3080

DEPARTMENT: Varies

FLSA STATUS: Exempt

REPORTS TO: Department Supervisor/Director

SUMMARY OF JOB PURPOSE

Supervises and coordinates activities in the maintenance of records in one of two areas to include Sheriff's Records or County Records; offers a standard method of indexing, transferring, and controlling records; provides fast and efficient reference service of all records housed.

ESSENTIAL FUNCTIONS

1. Performs record management tasks such as form preparation, design and control, filing, copying, and records purging; ensures that the recordkeeping tasks of the records/identification unit are properly coordinated with other units in the department, support their operational needs, and that the confidentiality of records is maintained.
2. Identifies ways to streamline or improve record processing and maintenance tasks, including keeping up-to-date with current technologies and developing and maintaining a records database.
3. Prepares documents for microfilming or scanning by properly sequencing, removing material that may damage equipment, repairing, determining film scanning ability, inserting, indexing and logging documents; sets up, operates, and maintains micrographic equipment for records operation.
4. Scans/films documents with scanning/microfilm equipment and related peripheral equipment; processes all microfilm and makes duplicate copies of the film for various County offices and/or for sale to the public; inspects all processed microfilm and scanned images to guarantee quality; indexes and stores completed rolls of film or any other form of media.
5. Establishes and maintains regular schedules for filming/scanning and destruction of records; identifies records for destruction in accordance with predetermined retention and destruction schedules.
6. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; provides or coordinates training programs for staff; counsels, coaches, and instructs employees; assists with the hiring and promoting of staff, disciplining employees, and preparing performance evaluations.
7. Assists with the development of departmental goals, objectives, policies and procedures; ensures compliance with, and effectively promotes, established policies, procedures, and regulations.
8. Oversees the administration of office equipment lease renewals, maintenance, and supply orders; assists in the administration of the department budget, prepares budget reports, tracks expenditures, and compiles annual budget requests; performs payroll activities such as maintaining records of time worked, overtime, leaves, and absences.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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- Assists outside agencies and/or County employees in person, by telephone and/or e-mail answering inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; researches questions, when appropriate, to provide accurate information.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED), and a minimum of three (3) years experience in recordkeeping and office operations, with at least one (1) year of supervisory experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of office and recordkeeping issues and procedures, including form preparation, typing, filing, searching, copying, and equipment operation; knowledge of modern record management techniques; intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

This position typically resides in a standard office environment where contact with the public, activity levels, and noise levels can vary from low to high depending on assignment.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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