



COUNTY OF NYE

CLASS TITLE: RECORDS MANAGEMENT ADMINISTRATOR

BASIC FUNCTION:

Under direction coordinates activities to provide records imaging, management and retention services in accordance with applicable laws, codes and regulations. Assists the Public Information Officer with public records requests.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Responsible for organizing and coordinating the County document management program to include scanning, indexing, filing/storage, retrieval and disposal, monitors facility environmental conditions and space availability.
2. Assists in the development of a County-wide records management program implemented through policies, procedures, best practices, industry standards and legal compliance as well as monitor work activities to ensure compliance with established policies and procedures; make recommendation for changes and improvements to existing standards and procedures.
3. Receives and processes file requests from County departments; retrieves and delivers files requested in a variety of applicable media.
4. Maintains document management system using specialized software applications and equipment.
5. Performs records destruction/purging in accordance with established schedules, policies and procedures; maintains records of destroyed documentation/records.
6. Receives, processes and stores records and documents submitted by County departments; confirms contents and completes appropriate inventories, monitors and performs inventory audits as required.
7. Maintains regular schedules for scanning, and destruction of records in accordance with applicable laws, codes and regulations.
8. Keeps current on new and emerging records management information, technology, regulations and laws.
9. Creates and edits records management forms as required.
10. Provides project management and support for records projects. Researches records requests and subpoena requests.
11. Performs a variety of general office support duties such as filing, answering telephone inquiries, typing correspondence, opening, handling, and distributing mail; and reproducing copies of various documents.

12. Uses standard office equipment, including a computer, scanners, as well as current software applications, in the course of work.
13. Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of:

Principles and practices of records management; search techniques for digital files, spreadsheets, inventories and specialized databases; business arithmetic; office administrative practices and procedures; operation of standard office equipment; correct business English, including spelling, grammar and punctuation; techniques for dealing with individuals, in person and over the phone.

Skill in:

Interpreting, applying and explaining applicable codes and regulations; using initiative and independent judgement within established procedural guidelines; performing records management duties; organizing, maintaining and researching departmental files; performing accurate arithmetic calculations; reviewing detailed documents for completeness, accuracy and compliance with regulations; using computer hardware and software; organizing and prioritizing work and meeting critical deadlines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: any combination equivalent to graduation from high school or successful completion of GED or high school equivalency exam and two years of clerical/administrative experience.

LICENSES:

Must possess valid Nevada Driver's License at the time of appointment and maintain a satisfactory driving record.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provide supervision to subordinate staff as required or directed.

CONTACTS:

Supervisor, co-workers, staff, contractors, vendors, public and other department personnel.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 25 lbs.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Works both inside and outside with occasional ability to conduct data collection in outdoor environments with exposure to extreme heat and cold. Travel is required.