CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 504.6

Job Title: **SENIOR RECORDS TECHNICIAN**

Pay Grade: 14

GENERAL SUMMARY:

Schedules, assigns, trains, and leads Records staff members and contributes to the efficiency and effectiveness of the division's service to its customers.

RESPONSIBILITIES:

- Schedules, assigns, trains, leads and reviews work assignments of Records staff who perform a variety of clerical assignments in the retention, storage, retrieval, indexing and dissemination of a large volume of physical or electronic documents or records.
- Collaborates with management in the creation and maintenance of database tables for indexing and quality checks and performs corrections to incorrect indices.
- Retrieves and researches information from simple and complex requests without close supervision and provides official records request information to employees, department staff, other city staff, the public, or other agencies.
- Reproduces copies of official documents or other documents associated with the department in compliance with federal, state, and local laws.
- Validates requests for official documents in compliance with established city/departmental procedures, policies, and applicable laws, codes, and regulations.
- Enters predetermined information on the records into an electronic records management system. May enter pre-selected information from sources in the files into City or departmental information system/database (i.e., employee performance ratings, etc.).
- Organizes, prepares, maintains, stores, and purges files according to departmental procedures.
- Prepares responses to requests, in compliance with policies and procedures as assigned.
- Collects fees for copies and labor cost.
- Performs other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:
Requires a high school diploma or a GED.

EXPERIENCE:
Five years of clerical or administrative experience are required, three years of which includes progressively responsible records management experience.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required, as in the comparison of numbers and fundamental facts in selecting the correct action.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:
Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with the clerical and technical staffs and with professionals and supervisors. Interaction involves information exchange and/or service activity requiring moderate tact and cooperation.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or service activity, which requires common courtesy and moderate tact and cooperation

PHYSICAL EFFORT:
The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough
surfaces.

WORK ENVIRONMENT:
There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal are required.

PHYSICALSKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Records Technician
Senior Records Technician
Records Supervisor

Effective: October 2022