

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ARCHIVIST I /II
CLASS CODE: I - 3065
 II -3066

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 4/22/08 (Revised 09/04 version)
DEPARTMENT: RECORDER

JOB SUMMARY

Performs technical microfilming, developing, and proofreading. Scans documents and film to store and retrieve by computer. Maintains records by preserving, moving, organizing, re-labeling, retrieving, re-filing, and storing. Keeps an accurate inventory pertaining to storage, life cycle, retention, classification, identification, destruction dates, and shredding of County records.

CLASS CHARACTERISTICS

Records Technician I: This is the entry level of the class series performing archiving and records activities of a less technical nature or volume than the Records Technician II classification.

Records Technician II: This is the full performance level of this series responsible for more technically complex activities.

RECORDS TECHNICIAN I - ESSENTIAL FUNCTIONS

Scans documents, reports, and maps on a daily basis using the computer and County software.
Films County documents using cameras and/or archive writers.
Develops and proofreads film.
Creates film from the archive writer with approved document images using the computer program.
Checks resolution, lighting, density, reduction ratio, and sharpness and completeness of images.
Copies documents, film, and fiche for County departments and the public.
Repairs damaged documents, maps or books when appropriate.
Determines proper light exposure for automatic and manual controls on cameras, scanners, and other equipment.
Files, retrieves and re-files maps and records requested by County departments.
Delivers files and requested records to appropriate departments.
Prepares for scheduled shredding by moving and stacking boxes, and breaking down and folding boxes.
Inputs records into the computer for inventory and retrieval processes.
Cleans and maintains equipment.
Assists in moving, retrieving, shredding, and storing of hard copy records and microfilm.
Re-boxes and labels records and microfilm in damaged or oversized boxes.
Assists visitors and callers by providing technical information and directing them in correct processes.
Indexes film by entry number for internet access.

RECORDS TECHNICIAN II - ESSENTIAL FUNCTIONS

In addition to the functions described above:
Remains current on laws, procedures, and practices pertaining to the retention schedule and disposition of records and legal procedures required in archiving and records activities.
Assists in maintaining inventory of supplies and equipment in the department and in the County archives.
Works with other departments under the direction of the supervisor.
Maintains records concerning the life cycle, inventory, retention, classification, identification, and destruction dates of County records.
Researches records for customers.
Ensures that doors are locked to prevent unauthorized entry and to keep records secure at all times.

ARCHIVIST I/II

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Keeps record of all work performed in the department.
Makes backup for digital images.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Checks archived microfilm for redox problems and assists in restoring damaged film.
Assists in restoring and preserving historical documents.
Assists in preserving damaged books.
Performs problem solving in the absence of the supervisor.

RECORDS TECHNICIAN I - KNOWLEDGE, SKILLS, AND ABILITIES

Skill in reading, writing, and math; Ability to maintain cooperative relationships with those contacted in the course of work activities; Skill in data entry; Ability to maintain high levels of concentration and attention to detail; Knowledge of safety procedures in handling chemicals.

RECORDS TECHNICIAN II - KNOWLEDGE, SKILLS, AND ABILITIES

In addition to the knowledge, skills, and abilities listed above:

Skill in micro-photography and records protection procedures; Knowledge of office-operating procedures and equipment; Skill in record keeping; Ability to perform basic preservation procedures on historical documents and books; and Ability to perform scanning and other tasks with speed and accuracy.

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Ascend or descend ladders and scaffolding; Use tools or equipment requiring a high degree of dexterity; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Perform repetitive tasks.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room; Work exposes incumbent to hazardous chemicals and to possible bodily injury from lifting boxes, climbing ladders, and eye strain; Work requires the use of protective devices such as earplugs, gloves, masks, and back supporters.

EDUCATION AND EXPERIENCE

Records Technician I: High school diploma or equivalent and one (1) year experience as general office or secretarial support. Equivalent combinations of education and experience may also be considered. Preference may be given to individuals who pass the typing test at or above 40 WPM net.

Records Technician II: High school diploma and three (3) years of general clerical support work experience including one (1) year directly related to duties described above. Preference may be given to individuals who pass the typing test at or above 40 WPM net.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.