



## JOB DESCRIPTION

## Records Technician, Senior

- Maintains confidentiality regarding communication with various parties.
- Maintains the integrity, professionalism, values, and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors, and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

High school diploma or equivalent and two years of experience as a records technician or an equivalent combination of education, training, and experience. Direct records experience within a Municipality is highly desirable, but not required.

#### Required Licenses or Certifications:

- Possession of a valid driver's license.

#### Required Knowledge of:

- Principles and practices of modern records management.
- Municipal government.
- State laws regarding open meetings, public records, and records management.
- Modern office procedures, practices, and equipment.
- Microsoft Office Suite skills including MS Word, Excel, PowerPoint & Outlook
- Uses and applications of personal computers and various software applications.

#### Required Ability to:

- Develop and maintain effective working relationships with Town staff, external organizations, elected officials, other public jurisdictions, and the general public.
- Understand requests for various information and determine the appropriate information format.
- Perform research.
- Prepare reports, including analysis and narrative.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain strict confidentiality.

#### Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion while lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds. May operate a Town vehicle to run errands.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	7/2023			20	Non-Exempt	

APPROVED: Human Resources

DATE: 7/2023