

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: **Records Center and Archive Specialist**

DATE PREPARED: **Summer 2013**

DATE REVISED: **Fall 2013; Fall 2016**

GENERAL SUMMARY:

This position is responsible for setting up systems and standards for record storage and retrieval of files; provides assistance with all phases of the record center archives, including monitor the disposition and retention of records and responds to request for records information.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintains records management databases to identify, categorize, store, retrieve and dispose of records.
- Responsible for maintaining the confidentiality of sensitive information held in the Records Center and the off-site storage facility. Develops procedures to guard against the unauthorized access to or use of personal identifiable information.
- Evaluates records requests to determine availability of information and restrictions on dissemination. Maintains close liaison with customers to be responsive to problem identification and immediate follow-up to resolutions.
- Assists with the identification, collection, organization and preservation of the vital records necessary to meet operational responsibilities and protect the legal and financial rights of the District and its personnel
- Provides statistical data for monthly/annual activity reports and prepares special reports at the request of supervisors.
- Organizes and coordinates destruction of records according to approved retention schedules; maintains permanent records of destruction lists and the certificates of confidential destruction.
- Responsible for assisting departments in the arrangement, disposition, transfer and retrieval of records.
- Performs periodic audits of the boxes in the records center and updates database to accurately reflect the location.
- Provides input for off-site records storage contract and requisitions contract extensions.
- Writes and updates procedures for Record Center activities.
- Orders and maintains supplies and equipment through inventory and requisition process.
- Coordinates the transfer of records to the imaging staff for filming or scanning.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Evaluates records that have met retention requirements for their historical value. Facilitates the actual transfer, processing, and preservation of archival records.
- Ensures that staff conforms to safety requirements through familiarity with requirements and establishment of operating procedures related to safety.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

First level supervisor is the District Director, Records and Retention; second level supervisor if the Associate Vice Chancellor, Business Services.

PHYSICAL EFFORT REQUIRED:

Requires the ability to lift records storage boxes weighing an average of 50 pounds and climb stairs.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Associate's degree or higher plus 2 years of work related experience **or** graduation from high school or equivalent plus 4 years of work related experience. Ability to handle confidential information. Knowledge of current record management concepts, process analysis, methods and applicable regulations. Ability to utilize computer technology to access data, maintains records, generate reports and communicate with others. Ability to communicate effectively verbally and in writing with individuals from diverse backgrounds. Proven experience providing effective customer service. Official transcript will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***