

## RECORDS MANAGEMENT OFFICER (DOA)

NATURE OF WORK IN THIS CLASS:

Administers a centralized records management program involved in the creation, retention and disposition of government records and documents.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Directs a centralized records management program with a government-wide coverage.

Develops and disseminates to the various agencies standards, procedures, policies, cataloging and indexing of records and other program guidelines governing the creation, retention and disposition of government records and documents.

Initiates/recommends the microfilming and other innovative methods and techniques of records management.

Conducts records management workshops and related activities.

Keeps abreast of new techniques and practices in records management.

Prepares inventory and other reports and correspondences.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILL:

Knowledge of the principles, practices, and techniques of records management.

Ability to administer a centralized records management program.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to evaluate program effectiveness and initiate/recommend appropriate improvements.

Ability to work effectively with employees and the public.


Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Four years of technical experience in records management work and graduation from a recognized college or university with a bachelor's degree in business or public administration or related fields; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July, 1981

  
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LOURDES F. CEPEDA, ACTING,  
Executive Director  
Civil Service Commission