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Job Specification 05429

RECORDS MANAGEMENT ANALYST

DEFINITION:

Under direction, examines and evaluates the records maintenance systems utilized, and develops new or improved methods for efficient handling, protecting, and disposing of records and information; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Maintains a complete inventory of all records.

Ascertains what media (paper, microfilm, computer tape) would be best for record keeping in the jurisdiction.

Confers with supervisory and clerical personnel to gather input for improvements and to detect records maintenance problems.

Evaluates findings and recommends changes or modifications in records maintenance procedures utilizing knowledge of functions of operating units, coding systems, and filing methods.

Recommends purchase of storage, retrieval, or disposal of records maintenance equipment according to knowledge of equipment capability, practicality, and cost.

Advises department and section heads on procedures regarding cataloging, inventory, retention, and destruction of records.

Schedules and participates in training seminars and sessions on records maintenance.

Prepares manuals and instructive materials to be used by personnel engaged in records processing.

Ensures that records are classified, maintained, retained, and destroyed in accord with policies as established by the New Jersey State Archives Bureau.

Makes recommendations for budget purposes of anticipated needs and costs of records maintenance on such items as personnel, equipment, and supplies.

Prepares various reports, memorandums, and letters regarding records maintenance.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college or university with

a Bachelor's degree.

NOTE: Applicants who do not possess the indicated education may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

One (1) year of experience involving the review, analysis, and evaluation of record maintenance systems and the recommendation of improved methods of operation.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of rules and regulations established by the New Jersey State Archives Bureau regarding record inventory, cataloging, storage, and destruction of records.

Knowledge of record maintenance systems.

Ability to analyze and apply principles of records management.

Ability to effectively communicate procedures and policies to others.

Ability to analyze existing records retention and maintenance procedures, recognize problem areas, and recommend effective solutions.

Ability to prepare clear and concise procedures information for use by others.

Ability to work harmoniously and effectively with coworkers.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 05429 RKR/hw 1/29/97

This job specification is for local government use