



Records Management Specialist

EEO Class Code: Professionals

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Administration

Supervises: None

Position Reports To: Administrative Services Director/Deputy Town Clerk

Sworn: No

Job Specifications

NATURE OF WORK

The Records Management Specialist position performance of the work includes ensuring that Town records are prepared, filed, maintained, distributed, and purged according to policies, procedures and regulations of the department and a variety of state and federal agencies. Under the general supervision of the Administrative Services Director/Deputy Town Clerk, coordinates, and supervises and reviews the operations of the Towns Records Division, including performs the preparation, processing, indexing, storage, retention, dissemination, and disposition of police records.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Records Management Specialist include, but are not limited to:

- Communicating effectively with co-workers, subordinates, superiors, the public, representatives of public and private organizations and others sufficient to exchange or convey information.
- Answer phones and questions for callers.
- Print reports upon request (walk-ins & mail request). Prior to releasing reports verifying that all the information is releasable to the public, if not so, redact reports protecting public records. Following closely the guidelines of Florida Public Records Act.
- File and maintain a daily log and receipts. Complete deposit as needed and submit to Finance Dept.
- Dispose all supporting documents pertaining to case.
- Scan and attached supporting documents to cases (example: Misc. documents & Photos). Plans, oversees, and coordinates the collection, maintenance, retrieval, and distribution of

official Town of Pembroke Park documents and information in accordance with federal and state laws and department policies; maintaining an adequate follow-up system to ensure completion of each.

- Serves as records specialist for the Town of Pembroke Park, establishing schedules and methods for records maintenance, directing the destruction of police records in accordance with departmental policy and state and federal mandates and maintaining procedures for security of and access to records.
- File copies of misc. documents / photos. Maintain files.
- Coordinates the dissemination of information to department staff, attorneys, courts, and the public in compliance with laws, regulations, guidelines and procedures.
- Directs maintenance of departmental record-keeping system in accordance with legal requirements, Town, and departmental policies and accepted standards.
- Handling difficult and sensitive situations using sound, independent judgment within general policy and legal guidelines.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Employees with the position of Records Management Specialist should have:

- Computer operational knowledge and proficiency in Microsoft Office Suite.
- Ability to comprehend and follow job instructions.
- Ability to think logically with superior reading and visual acuity.
- Strong skills in technology and software to effectively operate electronic imaging system, navigate various company software systems and store and retrieve information.
- Good interpersonal skills for interactions with co-workers and public.
- Ability to accept supervision, follow instructions, and work in a harmonious manner with co-workers and supervisors.
- Ability to maintain accurate files.
- Excellent tact and customer service skills.
- Professional communication.
- Knowledge and adhere to pertinent Federal, State, and local laws, codes and regulations.

MINIMUM REQUIREMENTS

- Associates Degree in Business Administration, Management, Public Administration, or a related field required; Bachelor's Degree in accounting, Finance, Management, Public Administration, or a related field (Preferred).
- Minimum of two (2) to three (3) years of records management.
- Public Records Management Certification must be obtained within 2 years of employment.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Work within a confined area.
- Ability to work in a computer station for an extended period.
- May be requested to work overtime and weekends for special Town events, projects, and emergencies.