

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 195**

**RECORDS TECHNICIAN**

**GENERAL**

Under general administrative direction, position performs technical work in the processing, reproduction, and storage of micrographic and electronic media material that involves receipt storage, retention, retrieval, and disposition of permanent, temporary, and/or vital records. Position is responsible for responding to customer requests for record retrievals utilizing records database, as well as provides clerical assistance in the City Clerk's Office. Work is performed under the general supervision of the City Clerk in the City Clerk's Office.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Operates scanning and imaging equipment for document recording and retrieving purposes;
- Purges source materials after imaging;
- Operates and maintains microfilm reader and printer equipment;
- Retrieve records from storage in response to requests from external and internal customers;
- Performs systematic destruction of records in accordance with authorized retention schedules set forth by Florida Department of State;
- Assists with the coordination and maintenance of record retention schedules;
- Serves as a point of contact and provides information regarding the City's records management program;
- Maintains Police Records files in both microfilm and digital format;
- Redacts exempted information in accordance with Florida Statutes prior to providing public records;
- Coordinates record storage for City Clerk's Office and other departments;
- Assists in updating the City's website with City Commission and CRA meeting Agenda Backup, Financial Reports for Elected Officials, and other requested information to include web streaming;
- Assists with supervising part-time Office Assistant I and coordinates and assists with assignment of duties for "Light Duty" Workers' Comp. employees; and
- Performs other duties as required

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the statutes and related regulatory standards and City-wide electronic document management system;
- Knowledge of hardcopy records conversion and retrieval processes and techniques, e.g., microfilm/microfiche, database storage, imaging, and scanning;
- Knowledge of business English, spelling, and Math;
- Knowledge of office practices and procedures;
- Skill in operating standard office technologies. e.g. personal computers, imaging software, web streaming, word processors, data entry equipment, and Internet;
- Skill in maintaining accurate records and their history;
- Ability to communicate effectively both orally and in writing;
- Ability to meet deadlines in a timely fashion

- Ability to work independently with limited supervision in adherence with department policies and procedures;
- Ability to type routine correspondence and memoranda accurately at a reasonable rate of speed.
- Ability to use initiative and judgment when performing duties;
- Ability to safely and effectively utilize and operate technical processing equipment used in hard copy records conversion to electronic or imaged media;
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma. Experience in modern microfilming and digital imaging practices and procedures. Records Management Certification.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Sedentary position. Occasional light lifting up to 40 lbs. The noise level in this environment is usually quiet in an inside office setting. Must be able to sit for long periods of time while using a computer.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

**Rev.** 07/22

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Classification Plan:** 18/42

**Location:** City Clerk

**GERS:** Regular Class