

DISCLAIMER: This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: RECORDS MANAGEMENT ANALYST

PURPOSE OF CLASSIFICATION

Examines and evaluates records management systems to develop new or improve existing methods for efficient handling, protecting, and disposing of business records and information: reviews records and reports to ascertain media (paper, microfilm, or computer tape) used, reproduction process, or electronic data processing involved. Drafts office and storage area layout to plot location of equipment and to compute space available. Confers with clerical and supervisory personnel to gather suggestions for improvements and to detect records management problems. Reviews records retention schedules and governmental recordkeeping requirements to determine timetables for transferring active records to inactive or archival storage, for reducing paper records to micrographic form, or for destroying obsolete or unnecessary records. Evaluates findings and recommends changes or modifications in procedures, utilizing knowledge of functions of operating units, coding systems and filing methods. Recommends purchase of storage, retrieval, or disposal equipment according to knowledge of equipment capability and cost. Reports to Register of Deeds. Assignment to Circuit Court Clerk's Office reports to the Circuit Court Clerk.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Stores, arranges, indexes, and classifies records.

Facilitates the development of filing systems, and maintains them to meet administrative, financial, and legal requirements.

Devises and ensures the implementation of retention and disposal schedules.

Oversees the management of electronic and/or paper-based information.

Sets up, maintains, reviews, and documents records systems.

Identifies the most appropriate records management resources.

Advises on and implements new records management policies and classification systems.

Provides a policy framework to guide staff in the management of their records and use of the employer's records system.

Ensures compliance with relevant legislation and regulations.

Standardizes information sources throughout an organization or group of organizations.

Manages the changeover from paper to electronic records management systems.

Preserves County memory and heritage.

Resolves problems with information management by effective use of software and other information management resources.

Responds to internal and/or external information enquiries.

Advises on highly complex legal and regulatory issues, often involving difficult judgments in controversial areas such as the Freedom of Information Act and other national or regional legislation.

Manages and monitors budgets and resources.

Trains and supervises records staff.

Assignment to Circuit Court Clerk's Office may involve the following additional functions:

Interacts with Chief Deputies of all Clerk's offices and Registrar's office to develop back scanning project plans, including, but not limited to: prioritizing need by office and by time frame; confirming records retention policies and application; maintaining consistent scanning/microfilming schedule across all offices.

Maintaining records archiving and destruction schedules by interacting with Circuit Court Clerk, Chief Deputies, and Judges; prepares disposition forms for the Records Commission based on applicable TCA.

Develops and coordinates consistent processes/procedures for maintaining all scanning activities in a live environment.

Determines which documents must be redacted in all electronic systems; manages process/procedures.

Supervises any part-time staff necessary to complete special projects.

ADDITIONAL FUNCTIONS

Advises staff in other departments on the management of their records and information.

Protects records by creating a backup system that may withstand disaster.

Researches proper environmental storage conditions for records.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university required. Previous experience and/or training involving managing large inventory, inventory tracking, and creating a system to accept/release documents is required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to perform basic algebraic and geometric principles; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; ability to perform measurement conversion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Filing, Scanning, Copying

Surface: Wood flooring

Estimated Total Hours: 5 Maximum Continuous Time: 1

2. SITTING

Tasks: Working at computer

Estimated Total Hours: 2 Maximum Continuous Time: 2

3. LIFTING/CARRYING

Objects: boxes, files

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs		X			
26-50 lbs			X		
51-75 lbs				X	
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects:

Height of hands above floor during push:

5. CLIMBING

Tasks:

Device:

Height:

Frequency:

6. BENDING/SQUATTING/KNEELING

Tasks: Filing

Frequency: Daily

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Monthly	20 min	20 lbs
21-36"	All	Monthly	20 min	20 lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	100 % of time
Outside	0 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Crimp set, ton generator, screwdriver

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

- ♦ - ♦ - ♦ - ♦ -

_____ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date