



Job Description

Job Title: Records Center & Archive Specialist

JTC: EAB

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

This position is responsible for setting up systems and standards for record storage and retrieval of files; provides assistance with all phases of the record center archives, including monitor the disposition and retention of records and responds to request for records information.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of record management concepts, theories, process analysis, methods and applicable (federal and state) regulations. Ability to handle confidential information. Able to develop and maintain organizational knowledge to serve as a subject matter specialist. Ability to coordinate processes and maintain archival records.

Demonstrate computer literacy with word processing, spreadsheets and communication software such as email. Ability to maintain consistent accuracy and attention to detail while maintaining a very high level of productivity. Able to maintain an electronic and hard copy centralized filing system.

Ability to work independently and as a team member, under pressure, in a highly demanding environment. Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks. Ability to collaborate cross-functionally to ensure appropriate changes are documented and processed

Able to complete statistical data reports. Ability to work effectively in a dynamic, production-oriented environment and the ability to adapt quickly and work under pressure to meet deadlines and production goals.

Ability to communicate effectively verbally and in writing with individuals from diverse backgrounds. Proven experience providing effective customer service. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus two (2) years of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains records management databases to identify, categorize, store, retrieve and dispose of records. Responsible for maintaining the confidentiality of sensitive information held in the Records Center and the off-site storage facility. Evaluates records that have met retention requirements for their historical value. Facilitates the actual transfer, processing, and preservation of archival records.

Develop procedures to guard against the unauthorized access to or use of personal identifiable information. Evaluate records requests to determine availability of information and restrictions on dissemination. Ensures that staff conforms to safety requirements through familiarity with requirements and establishment of operating procedures related to safety.

Maintains close liaison with customers to be responsive to problem identification and immediate follow-up to resolutions. Assists with the identification, collection, organization and preservation of the vital records necessary to meet operational responsibilities and protect the legal and financial rights of the District and its personnel. Responsible for assisting departments in the arrangement, disposition, transfer and retrieval of records. Performs periodic audits of the boxes in the records center and updates database to accurately reflect the location.

Provides statistical data for monthly/annual activity reports and prepares special reports at the request of supervisors. Organizes and coordinates destruction of records according to approved retention schedules; maintains permanent records of destruction lists and the certificates of confidential destruction. Provides input for off-site records storage contract and requisitions contract extensions. - Writes and updates procedures for Record Center activities. Orders and maintains supplies and equipment through inventory and requisition process. Coordinates the transfer of records to the imaging staff for filming or scanning.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to



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perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.