

## ARCHIVE TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under the direction of the City Clerk, plans, organizes and manages the city-wide records management program and document imaging system; trains staff from the City Clerk's Office and other departments in the use of imaging software and equipment; directs and supervises records and imaging activities of City Clerk; staff provides varied, complex, and often confidential administrative assistance to the City Clerk and Deputy; handles multiple assignments and changing priorities in both a support and independent capacity. This position will belong to the Confidential Unit and is distinguished from other classes in that the nature, diversity, scope and confidentiality of responsibilities require constant use of tact, discretion, initiative and independent judgment.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

The Archive Technician has direct responsibility for maintaining and preserving the official records, including confidential files maintained by the City Clerk's Office; trains departments in records management procedures and policies; indexes and transfers inactive records from all departments to long-term storage; retrieves and tracks inactive records requested by departments; organizes and maintains the active records of the City Clerk's Office; manages the city-wide document imaging program by establishing priorities, training staff from all departments in software use and retrieval procedures, and supervising clerical staff; images documents; researches and compiles a variety of informational materials using sources inside and outside the department for staff, the general public, and the Mayor and City Council; receives and screens visitors and telephone calls, providing factual information which may require the interpretation of policies, procedures and regulations; uses a computer system to input or retrieve information and to perform word processing and database functions; organizes own work, sets priorities, and meets critical deadlines; oversees the work of volunteers, interns and clerical staff; performs other duties as assigned.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

1.  $\frac{3}{4}$  Document imaging software (preferably SIRE);

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2. ¾ Public recordkeeping practices and legal requirements (preferably unified, functional filing systems); and
3. ¾ Modern office practices, procedures, terminology and equipment, to include the use of personal computers.
4. ¾ Understand the various documents to be processed and analyzed;
5. ¾ Use a personal computer for document imaging and common word processing software;
6. ¾ Type and use a keyboard at a speed necessary for successful job performance;
7. ¾ Independently image a large volume of documents with a high degree of accuracy;
8. ¾ Establish and maintain effective working relationships with those contacted in the course of work; and
9. ¾ Communicate clearly and concisely, both orally and in writing.

**Skills In:**

1. ¾ Using initiative and independent judgment within established guidelines;
2. ¾ Organizing work, setting priorities, meeting critical deadlines, and completing or following up on assignments with minimum, if any, direction;
3. ¾ Using tact, discretion and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work;
4. ¾ Analyzing and resolving administrative situations and problems;
5. ¾ Researching, compiling and summarizing a variety of informational materials;
6. ¾ Communicating effectively with all levels of staff, the Mayor and City Council, government agencies, vendors and the public; and
7. ¾ Reviewing finished materials for completeness, accuracy, format, compliance with policies and regulations, and appropriate English usage.

**Essential Functions**

Ability to communicate in English effectively; ability to type on a keyboard; ability to sit for long periods of time; ability to reach, bend, stoop and lift when working with files and stored records; sufficient vision to read typical business documents and computer screens; sufficient vocal and auditory ability to communicate in person and on the telephone.

**Desirable Qualifications**

Equivalent to graduation from high school and two years of responsible experience in municipal records management and document imaging systems; experience in dealing with governmental, community and business representatives is desirable. However, excellent customer service skills, word processing ability and computer familiarity are required.

Date Established: 8/23/2005