



Job Synopsis

Job Title:	Records Management Specialist	FLSA Status:	Salaried/ Non-Exempt
Reports to:	Manager, Records Management & Executive Assistant	Salary Range:	\$47,978 - \$58,773

Job Purpose

The Records Management Specialist provides professional practice in managing the records of the Cooperative. Processes various documents for storage and retrieval; performs a wide variety of complex and confidential duties requiring analysis and attention to detail. This position manages, researches, develops, and implements the records retention and document destruction schedule.

Essential Functions

1. Processes documents which include identifying, classifying, storing, securing, retrieving, tracking, destroying, and preserving records permanently.
2. Provides employees and others with appropriate records as requested; locate and retrieve records and ensures return of documents back to corporate records.
3. Manages, initiates, plans, executes, and closes all aspects of a project life cycle.
4. Research citations and references to keep retention schedule up to date.
5. Reviews invoices for payment and prepares for supervisor approval.
6. Coordinates with vendors for offsite records storage retrieval and other services; coordinates monthly pick-up of document destruction bins.
7. May assist the Staff Assistant in the creation and maintenance of electronic files.
8. Keeps the Staff Assistant up to date with corporate records processes and procedures.
9. Performs other duties as required and/or assigned.

Competencies

Organizational Competencies

- Communication
- Cooperation & Teamwork
- Customer/Member Focus
- Safety Orientation
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Job Competencies

- Accountability
- Adaptability/Flexibility
- Attention to Detail
- Initiative
- Confidentiality

Minimum Qualifications

1. An associate degree in business or applicable field, or three years of experience in records management in lieu of education.
2. Proficient in Microsoft Office (Word, Excel, Outlook).
3. Ability to work with minimal supervision and work evenings and weekends as needed.

Preferred Qualifications

1. ARMA and/or ARMA AZ Chapter member.
2. Records and Information Management Certification.
3. Five years' direct experience with records management.

Physical Demands and Work Environment

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

This position is predominantly performed in a professional office environment. This position uses standard office equipment such as computers, phones, printers, etc. This position is primarily sedentary, and occasionally may need to move about in the office to access files and equipment. This position requires the use of telephone equipment and computers. Lifting is required, must be able to bend and lift and carry up to 50 pounds.

Statements included in this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to the job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The employee(s) may be required to perform other duties as assigned.

Direct Reports

List by job title any positions to be supervised by the incumbent.

NONE

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