

## **JOB DESCRIPTION**

### **RECORDS PRESERVATION ATTENDANT**

#### **Core Functions**

The person engaged will be required to perform basic records preservation activities in support of the preservation of the collection of physical records of the Personnel Department and where relevant activities to support the relocation of such records between various offices and facilities of the Department. The person reports to the Records Management Specialist and is required to submit daily reports of his/her activities. All activities must be conducted in keeping with HSE guidelines including the wearing of assigned personal protective equipment (PPE) and use of material and equipment so as to ensure the maintenance of a compliant HSE environment and operations.

#### **Duties and Responsibilities**

1. Cleans records, record containers and operational equipment/apparatus in keeping with guidelines and instructions (including wiping, dusting, spraying etc.).
2. Changes and replaces material to ensure preservation of records including boxes, files jackets, tags, accessories etc.
3. Sorts, packs, label and boxes the Department's files.
4. Ensures the secure containment of records by applying appropriate constraints or removing damaging materials.
5. Maintains the order and arrangement of files as found and seek advice of the Inventory Clerk or immediate Supervisor when in question.
6. Assists in the relabelling, repacking, relocation and re-shelving of records.
7. Assists in the performing of periodic inventory.
8. Maintains notes of any/all key incidents impacting on records preservation, location and custody and reports them to the Records Management Specialist on a daily basis.
9. Operates office equipment such as photocopiers, shredders and document binders.
10. Performs other related tasks as assigned.

### **Knowledge, Skills and Abilities**

- Ability to perform basic record keeping functions.
- Ability to work in a Team environment.
- Ability to utilise basic literacy and numeracy skills.
- Ability to perform some simple tasks requiring physical effort.

### **Experience and Training**

Must possess at least a School Leaving Certificate or evidence of having attended and completed three (3) years at Secondary School level.