

## **JOB DESCRIPTION**

### **TECHNICAL RECORDS OFFICER**

#### **Core Functions**

The person engaged will be required to perform administrative work and specialised supervisory work in the creating and maintaining of records, including digitized records in support of the implementation of the KIM Unit for the Personnel Department. Work instructions and evaluation of results are effected through discussions with the Records Management Specialist.

#### **Duties and Responsibilities**

1. Plans, assigns and supervises the work of a medium group of personnel documenting the quality, type and value of the records of the Personnel Department and in organizing collecting, distributing and returning of files/documents to designated location(s).
2. Trains subordinates to carry out new assignments and advises them on the interpretation and application of the records digitization process, policies and regulations.
3. Supervises and participates in the performance of specialized functions related to the Knowledge and Information Management System.
4. Directs the preparation and/or performance of work required to ensure the preservation of the Department's records.
5. Ensures that records are digitized, maintained and disposed of in accordance with accepted policy.
6. Compiles information on the Department's records and documents being sorted and appraised to facilitate the maintenance of a records inventory.
7. Supervises the operation of the Teleform software.
8. Review and exports completed digitized files.
9. Ensures that all files/information are accurately digitized and accurately entered into the inventory database.
10. Ensures the proper maintenance and security of all digitized files/information as well as the inventory equipment and accessories.

11. Assumes Administrator Responsibilities for the following in the use of the Teleform Software:
  - Creation and management of user profiles;
  - Creation of Templates unique to each Division;
  - Configuration of scan profiles;
  - Creation of Jobs to be linked to the templates of each Division;
  - Scanning
  - Verification
  - Committal and exportation of data to the IT Server
12. Prepares weekly inventory reports.
13. Performs other related duties as may be required.

### **Knowledge. Skills and Abilities**

- Knowledge of registry operations, procedures and methods.
- Knowledge of departmental rules and regulations.
- Ability to create templates and user profiles in compliance with Teleform.
- Ability to assign and alter user privileges.
- Ability to plan, organise and coordinate the work of a medium sized group personnel engaged in the records digitization process and record keeping activities.
- Ability to prepare clear and concise reports.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Sound knowledge of Microsoft Office Suite.
- Excellent written and communication skills.

### **Experience and Training**

A minimum of six (6) years' experience in digitized records management work in the capacity of a supervisor in the Public Service; and training as evidenced by a Certificate in Public Administration or equivalent from a recognized institution, supplemented by certification in Information Technology; or any equivalent combination of training and experience.