



Example of Records Management Specialist Job Description

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Our growing company is searching for experienced candidates for the position of records management specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for records management specialist

- Vendor Information Processing—Process, maintain, and provide information copies of approved vendor information consisting of, but not limited to, performance specifications, component data, parts numbers, fabrication and installation drawings
- Provide Document Release Services—Provide document release and configuration status accounting for technical information, including completeness reviews
- Ensures documents received are sorted, prepped and sequenced for scanning
- Validates documents and assigns indexing criteria, document type, subtype, policy number, form number and sequence number
- Must be able to navigate a computer, calculator, imaging system, scanner, microfilm, microfiche, and other records management equipment and software
- Assists in training and mentoring of new Records Management Specialists and performs other related duties as directed by Supervisor of Imaging and Records Management
- Serve as back up Leave of Absence Specialist, filling in during employee absence
- Work with OCFO management and SharePoint Site Collection Administrator (SCA) to ensure SharePoint usage complies with the EPA SharePoint governance process

and information management requirements

- Providing input into developing and modifying records systems to meet end-user needs while ensuring compliance with records and information management requirements

Qualifications for records management specialist

- Ability to manage multiple work streams/ deliverables and teams in separate locations
- With no guidance, performs a variety of analytical and administrative duties involved in the development, implementation, and administration of the Command's records management program
- Minimum six years of experience as a Records Management Specialist
- Position is required to stand, walk, sit, use hands to manipulate, handle or feel, and reach with hands and arms
- Position is required to stoop, kneel, or climb
- Unaided lifting of objects up to 40 pounds