



# Example of Records Technician Job Description

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Our innovative and growing company is looking to fill the role of records technician. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for records technician

- As a first point of contact, works with Shareholders to assist them in gaining access to available services
- Prepares direct written correspondence to address shareholder inquiries
- Following generally established standard office practices and procedures, handles incoming internal and external mail, phone calls, correspondence, faxes, parcels, gathering of basic data, completing reports, Confirms those given any shareholder or training material will be able to properly respond in a timely manner
- Operates or performs such standard office duties such as producing general office written or electronic correspondence, handling a variety of telephone and office equipment, observing proper procedures to handle records or other materials
- May utilize specialized computer systems and applications with unique applications being used at the discretion of the department
- Maintaining EPC's electronic filing system
- Reviewing and taking action on initial filings
- Processing fees and fines
- Serving as the records management liaison with the Department of State
- Preparing appeals for filing

## Qualifications for records technician

- Experience working with automated office machines to include personal computer, copier, fax, printer, scanner
- Experience with computer principles and techniques of records management
- Ability to plan, organize, prioritize and complete work assignments
- Ability to review data for accuracy
- Knowledge of District organization, operations, policies and objectives