



# Example of Records Technician Job Description

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Our innovative and growing company is hiring for a 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

- Answering phones and transferring incoming calls
- Filing paper and electronic documents
- Operates copy machine
- Transmits work electronically to other locations
- Prepares travel reimbursement requests
- Addresses envelopes and labels and/or gathers and arranges material to be typed
- Checks completed work for spelling, grammar, punctuation, and format
- Compiles data from records to prepare periodic reports and track records
- Sorts or classifies information, according to content, purpose, user criteria, or chronological, alphabetical, or numerical order
- Locates and retrieves files upon request from authorized users

## Qualifications for records technician

- Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter
- Ability to complete work efficiently with many interruptions
- Minimum one (1) year of responsible clerical experience, preferably in a college or university admissions and records office
- Knowledge in preparation, documentation, and dissemination of records
- Time management skills, working on multiple tasks and adhering to deadlines

