



Example of Records Technician Job Description

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Our innovative and growing company is hiring for a records technician. 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 technician

- Removes or destroys out dated materials in accordance with file maintenance schedules or legal requirements
- Scans or reads incoming materials to determine filing order or location
- Assigns and records or stamps identification numbers or codes to index materials for filing and tracking assignments
- Inspects or examines materials or files for accuracy, legibility, or damage
- Inserts additional data on file records
- Authorizes or documents materials movement, using logbook or computer and traces missing files
- Directs filing and cross indexing of selected documents in alphabetical and chronological order
- Prepares document descriptions and reference aids for use of archives, such as accession lists, cross-reference materials and microfilmed documents
- Applies policy guidelines concerning public access and use of materials
- Communicate directly with client and/or client personnel regarding status of requests, disposition of inquiries

Qualifications for records technician

- Ability to seek out rules, regulations and filing requirements at Florida District Courts of Appeal
- Motivated to grow and develop
- Fearless about asking questions in order to develop expertise

- Implement quality control procedures to ensure integrity of documents, electronic images, and/or records metadata
- Pull 200-300 records per day for every client