



Example of Records Technician Job Description

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Our growing company is looking 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

- Locate and retrieve all boxed material
- Maintain regular communication with clients
- Maintain log of documents and boxes received and returned to the client
- Follow instructions and communicate with supervisor or trainer when appropriate to insure client expectations are met
- Deliver and receive materials within designated timelines
- Maintain a log of materials delivered and received
- Meet and abide by safety regulations and rules of the road
- Report any and all accidents to management immediately
- Provides back-up assistance to the admitting department
- Assists the general public with correctly completing vital records applications in accordance with laws, rules and regulations

Qualifications for records technician

- Previous warehouse experience and/or training preferred
- Possess valid driver's license and proof of insurance
- Ability to successfully pass drug test
- Ability to successfully pass annual motor vehicle background check
- Knowledge of medical records a plus
- Previous medical records experience is preferred