



Example of Records Job Description

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Our growing company is looking to fill the role of records. 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

- Preserves corporate memory and heritage
- Resolves problems with information management by effective use of software and other information management resources
- Enables appropriate access to information
- Advises on highly complex legal and regulatory issues, often involving difficult judgments
- Trains and supervising records staff
- Advises staff in other departments on the management of their records and information
- Lead technical reviews of records management quality of control to ensure compliance with audits, risk assessments, and surveys
- Prepare formal written technical reports and oral briefings to report analysis findings and conclusions to the customer
- Duties include opening and retrieving files
- The RA is expected to follow established best practices, and document effectiveness through regular gathering and reporting of performance metrics

Qualifications for records

- Advanced proficiency level in FileNet or other records repository systems
- Ability to work in a high stress, high volume and fast paced environment managing multiple tasks, projects and personnel simultaneously

- MADDSP Abstractors must successfully complete Initial Abstractor Training including passing all training quizzes and mock evaluations as outlined by the project Quality Control guidelines
- Demonstrable knowledge and experience of operating IT systems, Microsoft Word, Excel, Outlook and Access and/or dedicated Electronic Document Management Systems such as 4Projects and Business Collaborator