

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Records Management Specialist**

**Class Code: 11011**

**Pay Grade: GF**

---

### **A. Purpose:**

Evaluates and organizes data and directs clerical staff to establish and maintain an effective records management system that facilitates easy retrieval and organized storage of data.

### **B. Distinguishing Feature:**

The Records Management Specialist administers or provides technical assistance on records management systems by analyzing and organizing data using the most efficient system and equipment available.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Establishes and supervises maintenance and updating of effective records management systems to facilitate organized storage and easy retrieval of information.
2. Develops, reviews, revises, implements and provides technical assistance or information on new or existing systems and procedures to maintain or improve efficiency and reliability of records management systems.
3. Evaluates data in records for legal, fiscal and administrative value to determine necessity of storing information for specified times or in specified formats.
4. Reviews record inventories to determine necessary record retention and destruction schedules to allow adequate space for new texts.
5. Audits and reviews reports submitted by departments and input by subordinates to ensure completeness and accuracy of data.
6. Performs other work as required.

### **D. Reporting Relationships:**

Incumbent may supervise or serve as a lead worker over clerical staff.

### **E. Challenges and Problems:**

The incumbent is challenged to properly understand and evaluate the fiscal, legal, historical and administrative value of records; to properly determine retention or destruction status of information; to efficiently organize and store data in easily retrievable form; to manage the system effectively to ensure maximum efficiency and utilization of system; and to provide accurate and current technical records management information and assistance to other departments or agencies.

## **F. Decision-making Authority:**

The incumbent evaluates records to determine information value, determines pertinence of data, sets retention criteria and schedules, and monitors system for input accuracy.

Work assignments and project priorities are determined by the supervisor, who also approves new developments or changes in record functions and procedural designs. The supervisor also deals with problems concerning information sources, and with the disposition of hard copy in microfilming requests.

## **G. Contact with Others:**

The position has daily contact with records officers, division directors, program administrators and agency representatives to obtain or revise data and forms, and to provide technical assistance or data. The incumbent has frequent contact with legislative, municipal, county and school officials to provide records management assistance.

## **H. Working Conditions:**

The position works in a typical office setting, with occasional moderate lifting of stored records required.

## **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- the principles and practices of records management and control systems;
- federal and state requirements pertaining to records' management and retention;
- data and word processing principles and procedures;
- effective methods of supervision;
- methods and equipment used in machine recording of accounting, statistical, and related data.

Ability to:

- prepare and review reports of records management operations,
- organize effective procedures and delegate records management activities,
- communicate information clearly and concisely,
- supervise.