



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 1256

RECORDS MANAGEMENT SPECIALIST
GRADE I

SCOPE OF WORK:

Work involves activities associated with coordinating the records and forms management function in a centralized, complex, and comprehensive records system for a large state agency. Work also involves managing the day-to-day activities pertaining to a records center. Positions assigned this classification are solely dedicated to the records and forms management functions.

DUTIES PERFORMED:

- Propose and implement agency-specific records management guidelines within the framework established by State Records Management; disseminate guidelines to agency personnel.
- Apply expertise in providing guidance and assistance to agency support staff.
- Inventory agency records; research and determine document series needing to be addressed on the records retention schedule.
- Write records series descriptions; appraise records to determine administrative retention value; categorize the records series.
- Determine records to be included in the records retention schedules; review agency records retention schedules and submit to State Records Management.
- Determine best method for filing and storing records of specified records series; assist agency employees with implementing filing methods.
- Monitor and review current record-keeping procedures; ascertain agency needs and recommend any changes to supervisor; ensure that agency employees follow established procedures.
- Monitor and assist with record purges and disposals; analyze and prepare requests for records disposal; coordinate the transfer of records to the State archives; verify that records disposals have been completed.
- Manage the day-to-day records center operations, which include classifying records, maintaining a records center index, monitoring the records check-out system, assisting customers with research and retrieval of records, and training users on records center procedures.
- Design records management systems for various divisions throughout the state.
- Analyze, design, and create forms of varying levels of complexity for electronic and hardcopy use; advise agency personnel on changes or alternatives to meet established standards for forms design; maintain a forms inventory database.
- Conduct training sessions for agency records and forms coordinators on records and forms management procedures and tasks.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in information or records management or a closely related field. Work experience performing duties of a similar type and level to those to be performed may be substituted for the education requirement on a year-for-year basis.

Eff. Date: 7/83 – Document Management Specialist

Rev: 10/91 – Rewritten, title and grade changed

Rev: 10/96 – Rewritten in current format

Rev: 1/02 – Revised scope, duties, minimum qualifications, and class evaluation

Rev: 7/12 – Conversion to Hay System