



# Records Retention Coordinator

Department: Consolidated Services

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## DESCRIPTION

To function as the records management officer for Lycoming County, to coordinate, direct, and manage all records, and historical documentation. To ensure compliance with Local, County, State and Federal laws with the implementation of record retention policy including record classification program.

## SPECIFIC DUTIES

- Oversees the record keeping practices to ensure compliance with Records Management Program including the search, retrieval, and management of all active, and inactive records.
- Coordinating the transfer of records, controlling storage retention practices, and coordinating the transfer of permanent archival records to the County's facility.
- Responsible for administering, and updating the Lycoming County's Records Retention Manual
- Assists Departments with their retention needs.
- Monitor, and implement long-range electronic data storage.
- Oversees the organization, and preservation of retention records through to disposal.
- To assist in the purchase of needed supplies and equipment.
- Assist the IT Directors in other administrative duties, and other Consolidated Services Departments as needed in order to maintain an uninterrupted workflow.
- Shredding of documents
- Provide training, and guidance to staff who are assigned to the Records Retention Center.
- Other duties as assigned

## SUPERVISORY RESPONSIBILITIES

None

## WORKING CONDITIONS

Lifting, carrying, pushing and/or pulling of objects and materials weighing up to and including 30lbs. Lifting boxes up and down stair steps. Running an industrial size shredder with exposure to dust and noise. Carrying bags full of shred weighing 30+lbs. Periods of time at keyboard or work station.

## **JOB REQUIREMENTS**

- High school graduate with one (1) year related experience.
- Ability to work on diversified assignments on a day-to-day basis.
- Ability to effectively operate a personal computer, copier, and other general office equipment.
- Thorough knowledge of modern office practices and procedures
- Thorough knowledge of business English, spelling, punctuation, and arithmetic.
- Ability to understand, and carry out moderately complex oral, and written instructions.
- A strong interpersonal, organizational, and logistical skill with excellent attention to detail and accuracy is required.
- Ability to work alone, or with a team.
- Ability to lift 30lbs up and down stair steps.
- Must submit, and pass a drug screening, background check, CJIS Certification, and FBI fingerprint background check per County policy and departmental requirements.
- Must have a valid Pennsylvania driver's license, and vehicle.

## **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

**County of Lycoming is an Equal Opportunity Employer**

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