

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Records Technician	<b>BAND/LEVEL:</b>	Admin II
<b>DEPARTMENT:</b>	Human Resources	<b>JOB NO:</b>	4800
<b>DIVISION:</b>	Payroll, HRIS & Administration	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Manager, Payroll, HRIS & Administration	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>TEMPORARY:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 192

**REPLACES:** Records Technician

**DATE:** 4/07

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**JOB SUMMARY STATEMENT:**

Implements and maintains human resources filing system. Provides administrative support: maintains files and records, purges documents, types, answers phones, copies, and enters data into human resources information system (HRIS).

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**DUTIES AND RESPONSIBILITIES:**

1. Implements and maintains HR central filing system (paper and scanned records). Scans paper personnel, medical, and benefit files for all city employees and volunteers. Maintains highly confidential grievance files and related documents/records. Maintains highly confidential police and fire psychological files. Duties include but are not limited to: labeling, filing, and organizing hard copy files in the Lektriever and scanned document database. Files, scans, and purges HR files.
2. Keeps abreast of federal/state/local recordkeeping requirements. Sets up new files as needed to meet federal/state/local regulations. Maintains record retention schedule for HR Department. Coordinates the scanning and purging of non-employee files at the determined periods of time for the department.
3. Files, maintains and purges highly confidential disciplinary records at the required time. Performs data entry into the HRIS. Request disciplinary reports from HRIS and distributes reports quarterly to department directors. Sends notification memos to department directors at the prescribed times.
4. Assists with verification of employee data. Responsible for handling verification of employment requests from outside sources. Reads and verifies accuracy of employee data on employee individual records or payroll reports.
5. Collects, sorts, and distributes daily department mail. Assists in the processing of mass mailings. Folds, copies, sorts, labels, and mails document (e.g., KPERS updates, W-2s, quarterly statements, applicant letters, etc.).
6. Orders, checks in, distributes, and stores office supplies/materials and miscellaneous office equipment. Researches and compares prices and quality of needed items. Prepares purchase orders and other necessary documents. Reconciles credit card statement.
7. Maintains fixed asset records. Requests fixed asset labels and affixes labels to furniture, equipment, etc. Conducts annual audits of fixed assets to ensure compliance with City policy. Submit proper paperwork to dispose of, or shift accountability of, fixed asset items.
8. Maintains training records. Establishes new training courses and sessions in the City's HRIS. Enters and updates employee training information as appropriate.
9. Participates in special projects and performs special assignments as needed.
10. The employee must work the days and hours necessary to perform all assigned responsibilities, tasks, special and annual project plans. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

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11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school diploma or equivalent. High school plus business or correspondence schools or college preferred.

### **EXPERIENCE:**

Two years of clerical experience to include telephone skills, or an equivalent level of experience.

### **SKILLS:**

1. Attention to detail
2. Analytical skills
3. Basic math skills
4. Phone skills
5. Good listening skills
6. Must be flexible and adaptive to work environment and assignments
7. Must have a working knowledge of windows-based word-processing and document management software applications
8. Manual dexterity
9. Human relations/interpersonal skills
10. Time management
11. Reading
12. Independent judgement
13. Organizational
14. Data entry
15. Good oral and written communication skills

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend local, state, and federal regulations
2. Ability to organize files and effectively retrieve data
3. Ability to recognize and protect confidential information
4. Ability to carry out assignments through oral and written instructions
5. Ability to work independently
6. Ability to analyze and recommend possible solutions
7. Ability to learn and understand PC software applications
8. Ability to work in a hectic environment with many interruptions
9. Ability to meet specific deadlines
10. Diplomacy and judgment
11. Concentration
12. Ability to interpret city policies and use discretion in extending access to files
13. Alertness
14. Logical reasoning
15. Alpha & numeric recognition

### **PHYSICAL REQUIREMENTS:**

1. Ability to reach, stand, bend, stoop, climb, push, and pull
2. Ability to make and receive phone calls
3. Ability to sit at computer terminal for extended period to time
4. Hand and eye coordination adequate to input computer and operate calculator, Lektriever, and copier.
5. Ability to lift up to 50 lbs. and transport 5 feet
6. Ability to push/pull up to 75 lbs.

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**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**