

POSITION: Records Specialist

SALARY: \$45,039.00 - \$67,939.00 Annually

OPENING DATE: 10/28/15

CLOSING DATE: 11/13/15 05:00 PM

GENERAL INFORMATION:

Are you a skilled data wrangler? Do you consider yourself an information scientist? Have you mastered the art of organization? This team of intelligent, fun, and hard-working pros is looking for an information specialist to guide them on a journey towards a more organized and efficient work environment. If you are a creative person with a passion for history, technology, and data management then we have the job for you.

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Receive and process file requests and agreements from department personnel.
- Identify and update existing agreement files that require reorganization and indexing.
- File records and documents in a timely manner into the appropriate files, retrieve and deliver requested files.
- Research various databases and indexing systems to retrieve requested information.
- Create and update database records with file indexing information.
- Respond to public records requests with support to departments.
- Maintain database accuracy to ensure data integrity, historical accuracy, and effective tracking.
- Identify, prepare, and process files for transfer to off-site storage including preparation and maintenance of transfer notices.
- Receive and process requests for files in off-site storage.
- Identify and process existing boxes in storage that require inventory due to inadequate or erroneous documentation.
- Coordinate with Records Management Analysts on matters relating to special records projects and records policies and procedures.
- Ensure that all departmental records are identified in the POP Records Retention Schedules and that the department records disposition process is in compliance with required State of Oregon and Port of Portland records retention schedules.
- Receive, process, and place orders for office supplies submitted by departmental personnel utilizing the on line supply ordering system.
- Improve and upgrade current filing systems and office operations as related to legal records.
- Work with our team to upgrade software and records tracking systems to improve efficiencies and access to records.

NOTE: This position supports the Legal Department, however, specific legal experience is not required.

MINIMUM REQUIREMENTS:

- Associate's degree in information management or related field is preferred; or, an equivalent combination of education and relevant work experience is required. Bachelor's

or Master's degree is preferred.

- Three or more years of experience with document or content and records management experience is required.
- Understanding of complex filing systems, hard copy and electronic and related document retention protocols and requirements is required.
- Institute of Certified Records Managers (ICRM) certificate preferred.
- Certified Information Professional (CIP) certification preferred.

SKILLS AND ABILITIES:

- Team player with strong initiative, resourcefulness and problem solving knowledge and skills.
- Strong customer service skills.
- Superior written and oral communication skills.
- Ability to work in a complex environment with rapidly shifting and conflicting priorities.
- Demonstrated ability to streamline and improve processes associated with documents and records management.
- Ability to work with little or no supervision and coordinate efforts with others in the program.
- Able to work in a high pressure, deadline driven environment with significant regulatory and compliance requirements.
- Professionally handle confidential information.
- Working knowledge of record management practices, procedures and operations.
- Advanced knowledge of:
 - Comprehensive understanding of complex filing systems and related documentation retention protocols and requirements;
 - Word processing, database and spreadsheet software applications.
- Knowledge of legal documents, concepts, research, and processes and procedures is helpful.

ADDITIONAL INFORMATION:

- EEO/Affirmative Action Policy Statement: The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- Veterans' Preference: Under Oregon law, qualified veterans may be eligible for veterans' preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans' preference for this job, please provide the qualifying documents as instructed during the application process.
- Background Checks and Drug Testing: The Port of Portland will conduct drug testing and/or criminal & financial background checks on positions that have been identified as safety sensitive or Purchase Card Industry compliant.
- ADA Accommodation: Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that he or she needs an accommodation should contact Human Resources at 503.415.6539

503-415-6000

hriobapp@portofportland.com

Records Specialist Supplemental Questionnaire

- * 1. Do you have three (3) or more years of experience in records management?
 - Yes
 - No

- * 2. If you answered "yes" to the previous question, where in the work experience portion of your application is this described? Enter here the name(s) of the employer(s) and your job title(s). If you answered "no", enter "None."

- * 3. What is your experience with electronic records management and/or digital repositories? If you do not have experience in this area, enter "None."

- * 4. Do you possess any of the following certifications?
 - Institute of Certified Records Managers (ICRM)
 - Certified Information Professional (CIP)
 - Other
 - None of the above

- * 5. If you answered "Other" in the previous question, please list your additional certification(s). If you selected a different answer, and do not hold additional certifications relevant to this position, enter "None."

- * Required Question