

Records Technician II

Employees' Retirement System

Purpose: The Records Technician II maintains Employees' Retirement System (ERS) source documents, records, electronic files and data.

Essential Functions:

- Coordinate the ERS records vault; collect, organize, file and retrieve source documents, records and files of the ERS.
- Prepare, organize, scan and index documents in the document management system; maintain electronic records; photocopy, fax, and email documents.
- Participate in transition from paper records to a new imaging system.
- Prepare, screen, enter and maintain computer system data; detect and correct errors; maintain tickler system for records.
- Maintain integrity and security of records in the records vault; coordinate record audits; pull files for internal record reviews; maintain check-out and check-in logs and ongoing record tracking.
- Research and retrieve files from City Records.

Minimum Requirements:

1. Two years of office experience.
2. Residence in the City of Milwaukee within six months of appointment and throughout employment.
Equivalent combinations of education and experience may also be considered.

Knowledge, Skills and Abilities Required:

- Working knowledge as a user of computers and data processing systems.
- Knowledge of modern office practices and procedures.
- Ability to maintain electronic data file system.
- Ability to use document scanning/indexing processes.
- Ability to interpret the contents of files records and documents.
- Oral communication ability.
- Written communication ability.
- Interpersonal and customer service ability.
- Organizational skills.
- Attention to detail.

The Current Salary (PR 410) is \$27,239 - \$32,720 annually

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