

Title: Records Supervisor	Effective Date: June 24, 2017	Grade: XII	Job Category: Technician
Prior Title: Records Supervisor	Prior Effective Date: May 11, 2012	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direction of the Human Resources Division Head, this position oversees and is accountable for the activities of the Records Retention/Digital Imaging unit, to ensure economic and operational efficiency in providing records retention and document imaging services.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

RECORD RETENTION/DIGITAL IMAGING UNIT:

- Maintain Department microfilm archive.
- Maintain thorough knowledge of digital imaging software, including upgrades and new technologies.
- Operate production scanner, microfilm reader/printer, and computer.
- Set up digital imaging indexing programs.
- Perform regular maintenance and minor equipment repair.
- Take inventory of all supplies and order when needed.
- Train or oversee the training of new employees.
- Maintain multiple active and inactive digital archives.
- Supervise the employees of the unit.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Full knowledge of microfilm archive, digital scanning systems, and records management. Demonstrated leadership ability. Knowledge of Digitech PaperVision/PaperVision Capture software preferred.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

