

Records Technician II

Employees' Retirement System

Purpose: The Records Technician II maintains Employees' Retirement System (ERS) source documents, records, electronic files and data; scans and indexes documents to initiate workflow in the ERS computer system.

Essential Functions:

- Organizes, prepares, scans and indexes documents into the ERS computer system using FileNet imaging technology.
- Performs quality assurance review of scanned and indexed documents. Maintains electronic records.
- Provides backup to the ERS front desk including greeting customers, answering phones, screening calls and answering general questions.
- Researches and retrieves files from City Records.
- Performs other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Minimum Requirements:

1. Two years of office experience which includes performing duties related to this position.
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:

- Ability to perform routine detailed clerical tasks with a high degree of accuracy.
- Ability to interpret the contents of files, records, and documents.
- Ability to work with computer systems such as Microsoft Windows and software such as Microsoft Office.
- Ability to maintain an electronic data file system.
- Ability to use document scanning/indexing processes.
- Organizational skills
- Knowledge of modern office practices and procedures.
- Oral communication ability.
- Interpersonal and customer service ability.
- Ability to lift boxes weighing up to 50 pounds.

The Current Salary (PR 410) is \$29,780 - \$35,041 annually, with excellent benefits.

The Selection Process will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 19, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.