

# DOCUMENT TECHNICIAN

Recruitment #1810-0468dc-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	COMMON COUNCIL - CITY CLERK
<b>Open Date</b>	10/24/2018 08:30:00 AM
<b>Filing Deadline</b>	11/7/2018 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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## INTRODUCTION

**\*\* THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY\*\***

## PURPOSE

Under the general direction of the City Records Center (CRC) Supervisor, the Document Technician is responsible for the digital conversion of records and the intake and disposal of records in various media formats.

## ESSENTIAL FUNCTIONS

- Prepare, scan and index paper documents and film records for digital preservation, storage and access through the E-Vault System, including performing quality control functions to ensure integrity of records for accessibility and preservation.
- Perform data entry related to tracking record inventory activities for receipt of retrieval, processing and disposal of records in various systems; using various software programs to track accounting information for reimbursement from other city departments.
- Assist with the disposal and destruction of confidential records from CRC manual and electronic storage facilities and computer storage devices, including pickup and delivery of destruction barrels to City Hall complex departments.

- Provide customer service to City departments and citizens regarding various City Records Management Program services, including, but not limited to, manual record retrieval from CRC storage facilities and providing guidance to customers on the use of equipment to view documents; mail notifications on the release of secure structures to architects and structure owners.
- Cross-train with other staff in the primary projects, functions, duties and responsibilities, such as, metering and sorting USPS and interoffice mail, assisting with accounting and other operational duties.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## CONDITIONS OF EMPLOYMENT

- *Must be able to perform medium physical work, exerting up to 75 lbs. of force occasionally and lifting and moving objects weighing up to 20 lbs. frequently.*
- *Must be able to perform physical activities that require sitting or standing for extended periods of time.*
- *Must be able to climb and carry boxes up and down ladders and place on shelves.*
- *Must be able to move large carts, as well as haul and maneuver pallets of boxes.*

## MINIMUM REQUIREMENTS

1. One year of experience working in an office, library, mailroom or warehouse environment with direct experience processing documents using scanning equipment.

## DESIRABLE QUALIFICATIONS

- Customer service experience

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Skill and ability to learn and perform various data entry and quality control functions in records management and document processing software programs.
- Skill and ability to learn and utilize specialized scanning equipment.
- Knowledge of administrative and clerical procedures and systems such as managing files and records.
- Ability to conduct research and retrieve City records.

- Ability to precisely sort information alphabetically and numerically.
- Ability to read and comprehend work-related documents.
- Oral and written communication skills.
- Attention to detail and accuracy when performing routine tasks.
- Ability to plan, organize, and prioritize workload in order to meet deadlines.
- Customer service and telephone etiquette to effectively assist customers.
- Proficiency using standard computer applications such as word processing and email.
- Ability to work well independently and as part of a team.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Honesty and integrity and the ability to maintain confidentiality.

### CURRENT SALARY

The starting salary (Pay Range 3CN) for City of Milwaukee residents is **\$37,456** and for non-residents is **\$36,537** annually.

### SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and Common Council-City Clerk reserve the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

***Note:** Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

### ADDITIONAL INFORMATION

APPLICATIONS and further information can be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

EEO 304

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.