



Victoria County, TX

POSITION PROFILE

Position Title: Records Management Technician

Effective Date: August 2025

Department: Facilities Management

Division: Facilities Management

Accountable to: Facilities Manager

Status: Non-Exempt

Primary Objectives

Performs difficult work collecting documents from all county buildings to scan and shred as directed, and related work. Responsible for maintaining an efficient records management system, ensuring compliance with privacy regulations, and promoting responsible disposal and recycling practices within the Victoria County government.

Supervision Received

Work is performed under the moderate supervision of facilities coordinator.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Digitize paper documents and records. This involves using scanning equipment to convert physical documents into electronic files. Ensures the accuracy and quality of the scanned documents, organize them in a systematic manner, and maintain an efficient digital filing system.
2. Securely disposing of sensitive or confidential information. This would involve operating shredding machines to destroy physical documents that are no longer needed or contain sensitive information. Follows established protocols and ensure compliance with privacy regulations to protect the confidentiality of the information being shredded.
3. Baling the shredded paper, which involves compacting it into bundles or packages. This helps with efficient storage, transportation, and recycling of the shredded materials. Operates baling equipment, forklift truck, and ensure that the bales are properly labeled and stored for disposal or recycling.
4. May also be involved in overseeing surplus or obsolete records and materials. This could include outdated documents, equipment, or other items that are no longer needed by the county government. Organizing, cataloging, and coordinating the disposal or transfer of surplus items according to relevant policies and regulations. This may involve working with other departments or external vendors to ensure proper handling and documentation of surplus materials.

MINIMUM QUALIFICATIONS

- High School Diploma/GED and minimal (less than one year) experience required.
- Valid Driver's License
- F.B.I. fingerprinting background check

- Forklift Certification - within 6 months
- Criminal Justice Practitioner Certification - within 6 Months
-

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is heavy work frequently requiring physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequently
Up to 25	Frequently
Up to 50	Frequently
Up to 100	Occasionally
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Occasionally
Extreme Heat, non-weather	Occasionally
Noise Level	Quiet

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.