

Title: Records Supervisor	Effective Date: May 11, 2012	Grade: XI	Job Category: Technician
Prior Title: Records Supervisor	Prior Effective Date: April 27, 2010	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 Record 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 AHTD microfilm archive.
- Maintain thorough knowledge of digital imaging software, including upgrades and new technologies.
- Operate production scanner, 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 records of active and inactive construction files and final estimate files.
- 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/Paper Flow software is 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.)