



## Barrow Utilities and Electric Cooperative, Inc.

PO Box 449  
Utqiagvik, Alaska 99723  
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### Job Description

<b>Job Title:</b>	Senior Records Technician	<b>Supervises:</b>	Non-Supervisory
<b>Division:</b>	Administration	<b>DOT Safety Sensitive:</b>	No
<b>Reports to:</b>	Chief Financial Officer	<b>FLSA Status:</b>	Non-exempt, hourly
<b>Union status:</b>	Non-Union	<b>Date:</b>	January 20, 2025
<b>Status:</b>	Full-Time, Regular	<b>Work Schedule</b>	Monday – Friday 8am – 5pm
<b>Pay Grade</b>	5	<b>Salary</b>	\$34.36 /hourly DOE

#### **Summary:**

Responsible for organizing, managing, and maintaining the records and documents for our organization in accordance with BUECI's Records Policy and procedures in compliance with industry standard practices and regulations.

#### **Essential Duties and Responsibilities:**

The duties include but are not limited to the following:

- Organize, manage, and maintain the organization's records, both physical and digital.
- Examines records transfer and destruction lists to verify accuracy and completeness in compliance with BUECI's Records Policy and retention schedule.
- Maintains inventory of stored records and aids in record destruction processes.
- Assists in the preparation of boxes for transfer and storage, including physical lifting and use of related equipment.
- Tracks records using database and barcode tracking technologies.
- Carries out file maintenance, database input, document preparation, and imaging tasks.
- Completes various clerical duties to update logs, databases, and indexes as required.
- Operates and maintains a variety of records machines and equipment.
- Ensures the security and confidentiality of records box contents.
- Retrieve requested documents and records promptly, ensuring confidentiality and accuracy.
- Enter and update information into databases and records management systems with precision and efficiency.
- Perform regular audits and quality checks on records to identify discrepancies or errors.
- Maintain strict confidentiality and security of sensitive information contained in records.
- Collaborate with other departments to support their record-keeping needs and ensure seamless information flow.
- Provide training and support to staff members on record management best practices and systems usage.
- Identify opportunities for process improvements and implement efficient methods for record management.
- May fill in for other staff as needed or on a relief basis.

- May serve as project and/or team leader as assigned
- Under general direction, performs specialized clerical and administrative work.
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of records management principles and practices and BUECI’s Records Policy and retention schedule.
- Knowledge of relevant laws and regulations governing records management.
- Knowledge of records management software and systems.
- Skill in using data entry and database software and systems.
- Skill in using imaging and scanning equipment.
- Skill in maintaining the security and confidentiality of records box contents.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to collaborate effectively with team members.
- Ability to review records transfers and destruction lists for accuracy and completeness in compliance with BUECI’s Records Policy and retention schedule.
- Ability to decipher through various types of legal or recordable documents.
- Ability to lift up to 40lbs regularly.

**Education, Experience, Certifications, and License Required:**

- High school diploma or equivalent.
- Three years of customer service experience.
- Three years of clerical and computer experience.
- Valid Alaska driver’s license with a satisfactory driving record.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting, bending, and kneeling.
- Prolonged periods of sitting at a desk working at a computer.
- Ability to lift up to 40lbs regularly.

**Work Environment:**

Work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment varies from low to moderate.

This job description does not constitute a written or implied contract of employment. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. BUECI reserves the right to revise or change duties, responsibilities, and activities and may change at any time with or without notice.

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