



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20210211	POSITION: Records Management Specialist
OPENING DATE: February 11, 2021	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday - Friday	STARTING RANGE: \$49,353 – \$61,692 DOQ (Grade 5) (Career Service); Entire Range: \$49,353 – \$80,109
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular
<u>This position is NOT in a collective bargaining unit.</u>	

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE D.C. RETIREMENT BOARD:

The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans, as well as to administer benefits for the members of the plans.

POSITION SUMMARY

Oversees the auditing and quality control of files/documents for onsite and offsite storage and the department's imaging system. As the subject matter expert (SME), this position provides guidance to Benefits staff on Department's standards for imaging systems, such as indexing and categorizing documents used for tracking and retrieving data and provides guidance to the department's Member Service Representatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under direct supervision of the Member Services Manager, responsible for the security and organized storage of Member documents and other department paper documents; converting paper documents to digital images and establishing a process to retrieve documents to maximize the effectiveness and to optimize the productivity and efficiency of the Member Services Unit and other Benefit Department Units.
- Provides training on using, maintaining, retrieving, releasing and exchanging records (FileNet and Iron Mountain) to staff assigned to perform record storage and imaging assignments.
- Plans, organizes, and coordinates the work of staff to ensure that incoming and outgoing documents are properly recorded and imaged on a daily and weekly basis.
- Leads the review of documents for accuracy and compliance to Department's standards for record keeping requirements.
- Establishes and develops the procedures for indexing, assigning document categories and to ensuring the content of the documents are preserved.
- Reviews and creates daily and weekly reporting to monitoring volume and quality levels. Reports statistics to the Member Services Manager.

- Ensures that all incoming documents are scanned on entry, reviewed for content, and forwarded for action through the department's workflow standards for processing.
- Tracks and documents record actions (FTP Uploads); create reports, and briefings when required.
- Distributes incoming mail and prepares outgoing mail for deliver, including loggings all mailing to the prescribed tracking tool and routes to appropriate staff, examining incoming materials and codes them numerically, alphabetically, or by subject matter, and coordinating mass mailing efforts for the Benefits Department

FUNCTIONAL COMPETENCIES

- Experience in advanced records retention activities.
- Experience with overseeing file maintenance for active and retiree member documents including storing, organizing, tracking, updating, retrieving, and archiving records, (both in hardcopy and electronic) and coordinates.
- Experience in prepping, scanning, and performing quality assurance tasks related to documents received.

REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS

- Associate degree or equivalent

JOB EXPERIENCE (Years & Type)

- Three years of experience in retrieval of physical and electronic records used for staff reviews and audits.

WORKING CONDITIONS

- Normal office environment

COMPENSATION LEVEL: DCRB Grade 5

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

RANKING FACTORS: NONE

HOW TO APPLY: Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the "Working at DCRB" page on DCRB's website. You may view the page here:

<http://dcrb.dc.gov/service/working-dcrb>

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY: Via Email to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Retirement Board does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

