



## RECORDS MANAGEMENT SPECIALIST

San Bernardino County Transportation Authority

\$22.62 - \$33.93 Hourly

\$47,047.00 - \$70,571.00 Annually

Under general supervision, performs a variety of administrative and specialized duties in support of SBCTA's records management program; identifies, classifies, manages, and controls records and documents; administers and maintains SBCTA's document management system; guides and assists staff in ensuring adherence to records retention schedules, policies, and procedures; and performs related duties as assigned.

Equivalent to the completion of the twelfth (12th) grade and three (3) years of data and/or records management experience including indexing, scanning, converting, storing, retrieving, and destroying records in a variety of media formats.

Licenses and Certifications: Requires possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

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