



RECORDS MANAGEMENT SPECIALIST

San Bernardino County Transportation Authority

Salary \$48,458.00 - \$72,687.00 per year plus benefits

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.

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. 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.

Qualified individuals high recommended to apply. Visit our web site at www.gosbcta.com for more information and to apply. "An equal opportunity employer."