Human Resources
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Records and Information Management Specialist

JOB CODE	JOB FAMILY	PROFILE
JCP236	**Business Services & Support**	**Records and Information Management Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**June 3, 2026**

The Records and Information Management Specialist coordinates the storage, destruction, and imaging of paper and electronic public records in compliance with state and federal laws. Serves as the primary custodian of highly confidential records and ensures proper file maintenance, retention, and retrieval processes for departmental records.

Job Description

DUTIES AND RESPONSIBILITIES

- Scans, files, and retrieves official confidential documents and forms.
- Utilizes and maintains scanning software to retrieve and copy official documents.
- Conducts monthly file audits to ensure timely and accurate records retention and perform quality assurance checks.
- Provides technical support to public and government agencies on file and document inventories. Assists with creating and implementing record retention schedules; reviews and recommends updates; arranges off-site storage or other disposition. Responds to public records requests per established procedures and legal requirements.
- Assists County IT with troubleshooting and maintaining scanning equipment and software; coordinates maintenance and department user access.
- Coordinates with Records Management to prepare, store, retain, and dispose of records.

- Supports file reviews related to scanned documents, retention requests, and retrievals from storage.
- Monitors legal and procedural updates and coordinates retention schedules with Records Management.
- Coordinates department workflows and deadlines to ensure timely scanning of documents.
- Creates and maintains manuals and user guides for scanning and indexing procedures.
- Monitors and maintains databases and spreadsheets to track document locations, box status, and pickup schedules.
- Drafts correspondence, compiles information, reconciles data, writes reports, and prepares indexes using Excel and Word.
- May direct and train clerical staff.
- Assists in developing, reviewing, and renewing imaging plans submitted to the State, ensuring compliance with systems used to convert paper records to electronic formats.
- May help determine program budgets, resource needs, and performance goals.
- May identify training needs, prepare training materials, and deliver staff trainings.
- May assist in creating reports, presentations, or responses requested by management.
- May support the development and management of tools to track and report program statistics and activities.
- May lead, guide, or assist lower-level staff with records and information management tasks.
- May assume responsibility for operations, services, staff, and activities in the absence of the Records Manager, depending on the assigned area.
- Maintain confidentiality of all documents and job-related duties.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Business Administration, Public Administration, Information Technology, or a related field.
- Two (2) years of related work experience in records management or business administration.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Ability to work in locations that can be cold, hot or dusty and must be able to lift boxes of records over 35lbs. on a regular basis.
- Worker often works alone both with and without directions from supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled while performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.