

## **JOB ANNOUNCEMENT**

### **RECORDS RETENTION AND MAINTENANCE SUPPORT COORDINATOR**

Tioga County is accepting applications for the position of Records Retention and Maintenance Support Coordinator. The Records Retention and Maintenance Support Coordinator performs tasks under the general supervision of the Maintenance Director and Commissioners' office. The successful candidate will perform the following job duties.

- Obtain boxed documents from all departments of the Courthouse and Human Services. –Ensure that the department writes clearly what is in the boxes, so they can be bar coded and labeled for easy retrieval.
- Enter departmental boxes into the GigaTrak system.
- Coordinate shredding with departments at the Courthouse.
- At the beginning of each year, review the retention dates in GigaTrak and find out what boxes are due to be shredded that year. Run the report and send it to each department for approval
- Schedule annual or bi-annual document shredding.
- Pull files when a department requests it.
- Ensure cleanliness of the document storage warehouse.
- Purchasing for needed supplies for the document warehouse or other departments storage needs.
- Budget administration for document warehouse.
- Code Maintenance Bills.
- Code purchase orders.
- Liquid Fuels Administration.
- Record Maintenance time off.
- Process Maintenance staff Timesheets.
- Place orders.

#### **Other Requirements:**

- High School Diploma or GED
- Valid driver's license
- Willing to train on operating forklift

#### **Benefits:**

- 5 days of vacation after 6 months
- 2 personal days after 6 months
- Paid sick days after 6 months
- 12 paid holidays per year
- Health, dental, and life insurance
- Health insurance rebate if you don't need County insurance
- Vision reimbursement after 6 months
- Pension

**STARTING HOURLY RANGE:** \$15.00 to \$18.00 per hour

**HOW TO APPLY:**

Interested individuals must submit an application to Tioga County Courthouse by August 2, 2023. Applications can be found online at [www.tiogacountypa.us](http://www.tiogacountypa.us) under the Human Resources department section. There is also a feature to click the online form button and fill out and submit the application online. Applications may also be picked up in person in the Courthouse lobby. Completed applications can be returned to the Courthouse at 118 Main Street, Wellsboro, PA 16901. For further application instruction or questions, please contact Human Resources at 570-723-8204 or 570-723-8205.

*Tioga County is an Equal Opportunity Employer.*