



BERGEN COUNTY BOARD OF SOCIAL SERVICES

218 Route 17 North, Rochelle Park, NJ 07662-3300

Personnel: 201-368-4212 Fax: 201-368-4772

EXTERNAL POSTING

TO: All Staff
FROM: Scott W. Stahlmann
DATE: August 17, 2018

RE: **Records Support Technician 1: Full Time
(September 10, 2018 – March 8, 2019) Temporary Assignment**

Salary Range: \$40,321 - \$56,435

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- **Records Support Technician 1 (35 hours weekly, no benefits)**
 - **Full Time / Temporary Assignment (September 10, 2018 – March 8, 2019)**

REQUIREMENT:

Position is open to Bergen County residents, for our Digital Imaging Department. Previous **DIMS** work experience is most helpful.

DEFINITION:

Under close supervision, performs varied clerical work involving the processing and filing of records; does other duties as required.

EXAMPLES OF WORK:

Receives, retrieves and sorts documents, papers, forms and other materials in accordance with established policies, procedures and guidelines.

Scans or reads incoming materials in order to determine how and where they should be classified or filed.

Files correspondence, cards, invoices, receipts and other records in alphabetical or numerical order, or according to the filing system used.

Learns the steps involved in the review and processing of documents, forms and other materials in accordance with established rules, regulations and/or agency guidelines.

Locates and removes materials from file when requested.

Assigns, records and stamps identification numbers or codes in order to index materials for filing.

Performs general office duties such as faxing documents and sorting mail.

Operates, maintains and makes minor adjustments to various office machines.

Converts documents to films for storage on microforms such as microfilm or microfiche where such equipment is used.

Enters and/or retrieves information on a computer terminal.

For the full details of the duties and qualifications of this title, the job description for the above position can be found at the NJCSC website: www.state.nj.us/csc. A copy of this job description is also available in the Personnel Office.

Those applying to this position must be a Bergen County, NJ resident and should be submit their résumé **no later than 4pm on Friday, August 24, 2018.**

*Resumes must be submitted via email for consideration:
personnel@bcbss.com.

No Telephone calls, please.

Cc: Job File