



## **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:** April 7, 2021  
**RE:** **(1) Records Support Technician 1: Temporary Full-Time**  
**(35 hours per week, no benefits)**

**Salary Range: \$41,950 - \$58,715**

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- **(1) Records Support Technician 1**
- **Full Time / Temporary Assignment (35 hours weekly, no benefits)**
- **(minimum three months beginning May 10, 2021)**

#### **REQUIREMENT:**

The Bergen County Board of Social Services is adding a **Records Support Technician 1** in our Digital Imaging unit (DIMS). This is a temporary full-time position beginning **5/10/2021** **(minimum three (3) months, no benefits.)**

#### **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](http://www.state.nj.us/csc). A copy of this job description is also available in the Personnel Office.

Candidates should submit their resume via email **no later than 4pm Wednesday, 4/14/2021**. (Bergen County residents are preferred.)

\*Resumes will only be accepted via email: [personnel@bcbss.com](mailto:personnel@bcbss.com).

No Telephone calls, please.

***The Bergen County Board of Social Services is an Equal Opportunity / Affirmative Action employer. As such, the Agency is required by Federal/State legislation to provide equal employment opportunities for all applicants without regard to race, religion, national origin, gender, age or disability.***