

# Archives and Records Technician

Geauga County Automatic Data Processing  
12611 Ravenwood Dr, Chardon, OH 44024

Full-time

## Profile Insights

### Skills

- Software troubleshooting

### Education

- High school diploma or GED
- Associate degree

## Job Details

### Job Type

- Full-time

### Shift and Schedule

- 8-hour shift

## Job Address

12611 Ravenwood Dr, Chardon, OH 44024

## Benefits

- Dental insurance
- Health insurance
- Life insurance

## Full Job Description

### Job Summary:

We are seeking a detail-oriented and organized Archives and Records Technician to join our team. You will be responsible for maintaining and organizing records, ensuring accuracy and confidentiality. Your role will involve conducting research, cataloging files, and providing support to the administrative staff and residents. Strong organizational skills and attention to detail are essential for success in this position.

### Responsibilities:

- Sign records out of the center
- Lifting and moving of boxes which may weigh as much as 50 pounds
- Sorts material in preparation for disposal
- Prepares records for scanning and microfilming
- Scans records for permanent retention as directed
- Troubleshoot software issues related to record management systems
- Collect data and enter information into databases or spreadsheets
- Provide excellent customer service to internal staff and external stakeholders

### Qualifications:

- High school diploma or equivalent required; associate degree preferred

- Previous experience in record keeping or data entry is a plus
- Strong organizational skills with the ability to manage multiple tasks simultaneously
- Proficient in software troubleshooting and data entry
- Excellent written and verbal communication skills
- Ability to maintain confidentiality and handle sensitive information appropriately
- Attention to detail and accuracy in record management

If interested please send resume to [pmcmahan@gcauditor.com](mailto:pmcmahan@gcauditor.com).

Work Location: In person