

WASHINGTON STATE DEPARTMENT OF PERSONNEL

11520

Specification for Class of

FORMS AND RECORDS TECHNICIAN

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Performs fundamental form design and layout support. Assists in development and maintenance of agency files and records management systems.

Typical Work

Collects information from the field, and assists in the review and analysis toward providing solutions to forms and records problems;

Drafts new and modified forms, under supervision, in order to express analyst's concepts in visual form;

Expedites forms ordering flow and provides production status information on forms orders;

Assists analysts in the transmittal and disposition of agency records;

Performs other work as required.

Knowledge and Abilities

Knowledge of: concepts of forms design; recurring data method of forms standardization and consolidation; forms procurement and distribution procedures; records retention procedures.

Ability to: analyze data, design fundamental forms, use numerical/functional file system.

Minimum Qualifications

A Bachelor's degree involving major study in business administration, accounting, industrial engineering or closely related field.

Experience in forms and records management may be substituted, year for year, for required education.

New class: 7-26-73

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Revised minimum qualifications: 6-13-86