

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Records Management Specialist Position Number: 60015, 39005

Location: Helena

Department: Transportation Division and Bureau: Engineering / Right of Way Bureau

Job Overview:

The Right of Way Bureau acquires and manages land needed for transportation systems, provides assistance and payments to individuals and businesses relocated by highways, designs the right of way, and arranges for relocating utilities that conflict with highway construction. This position serves as a Records Management Specialist for the Right of Way Bureau and is responsible for managing hardcopy and electronic records, entering electronic data records into multiple software applications, and provides a full range of professional administrative support services for the bureau. This position is critical to the management and oversight of the real estate acquisition function for the Right of Way Bureau and the agency. This position coordinates with the Right-of-Way Bureau and District staff, and other Department sections.

Essential Functions (Major Duties or Responsibilities):

Records Administration - 75%

- Manages and maintains the Right-of-Way (ROW) electronic and hardcopy records for all active and closed projects, as well as records related to MDT properties.
- Coordinates with MDT's Record Management Center's Supervisor to provide records for all closed projects to permanent storage.
- Provides technical assistance on ROW's physical & electronic records management processes by working directly with Right-of-Way staff.
- Closes Right-of-Way projects and parcels in the ROWA application by finalizing all electronic documents including Agent's emails into a single project PDF document.
- Performs quality assurance review of final documents saved to Project1 and to verify the documents don't include PII information.
- Maintains ROW-Project share folders for active and closed projects.
- Maintains Right-of-Way master repository share drive(Project1) for internal and external customers document searches.

- Submits deeds, easements, title commitments, and Realty Transfer Certificates (RTC) to Montana counties for deed recordation. Verifies the accuracy of hard copy Realty Transfer Certificates (RTC) submitted by districts is the Department of Revenue copy. Communicates with the Agent(s) and District Supervisor for the necessary corrective action for such issues as incomplete notary acknowledgements, typographical errors, legal descriptions, and omissions of required data on a particular document.
- Verifies the recorded deed is conveyed to MDT. Responsible for mailing authorizations and revisions of plan sets to Montana counties.
- establishes and maintains open communications with internal and external customers such as Right-of-Way Agents, Supervisors, Managers, Right-of-Way Staff, OAC Customers, Title Companies, and Montana Counties,
- Documents all action steps taken with a parcel in the Right-of-Way Application (ROWA).
- Manages parcel documents required to be uploaded to PCMS.
- Digitizes documents and provides quality control.

Administrative Services - 15%

- Meets and greets visitors, answers a multi-line telephone, responds directly to general programmatic inquiries, and refers unusual and program specific inquiries to appropriate Bureau staff to ensure courteous and efficient responses.
- Maintains and updates list of Bureau equipment to ensure accurate inventory records.
- Orders supplies and enters the ROW vehicle usages.
- Manages daily mail distribution including sending certified mail and tracking through the UPSP website.
- Schedules flights and hotel rooms for staff.
- Coding invoices and managing procard transactions.

Other Duties - 10%

- Performs a variety of other duties and projects as assigned by the supervisor in support of the Department mission and Division objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is N/A

Physical and Environmental Demands:

- Lifting (less than 50 lbs.)
- Carry light items (papers, books, small parts)

- Remaining seated for extended periods of time, with occasional walking, standing, and bending
- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Comparing data
- Compiling information
- Ability to operate scanners.

Knowledge, Skills and Abilities (Behaviors):

This position requires knowledge of business communications; office operations and administration; inventory control; customer service standards; and records management. The incumbent is also expected to develop a progressively responsible knowledge of Bureau and Division policies, procedures, and programs.

This position requires skill in the use of standard office software and equipment (e.g., Word, Excel, Outlook, photocopier, scanner, etc.); prioritizing projects; and excellent written and verbal communication skills.

This position requires the ability to develop effective techniques and procedures to achieve goals and objectives; to assesses complex and rapidly changing technological issues and national trends; identify root causes of problems and develop of alternative solutions; confidently challenge the status quo by experimenting with new ideas; to communicate effectively orally and in writing; to work effectively in a high stress and multi-task environment.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a high school diploma or equivalent.

This position requires a minimum of 1 year of experience in Records Management, Administrative Assistant, or Customer Service in an office setting.

Certifications, licensure, or other credentials include N/A

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

Revision Date: May 15, 2024

Human Resources Review

Job Code Title: Administrative Assistant Job Code Number: 436113 Pay Band: 3

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|---|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input checked="" type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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