RECORDS MANAGEMENT TECHNICIANS

NOC 12112

Operate and maintain systems for the collection, classification, retrieval and retention of records, images, documents and information.

NB QUICK FACTS

3-YEAR OUTLOOK

Undetermined

3-YEAR JOB OPENINGS

4

MEDIAN HOURLY WAGE

$27.74

$21.49 **LOW** $37.07 **HIGH**

TYPICALLY REQUIRED
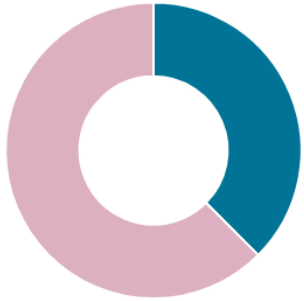
College or apprenticeship

EMPLOYED

39

AVERAGE SALARY

$56,000

The information presented is based on data for New Brunswick. To learn more about the data provided, visit www.nbjobs.ca/occupations.

NBjobs.ca

EMPLOYMENT BY INDUSTRY

37.5%	Public administration
N/A	N/A
N/A	N/A
62.5%	All Other Industries

EMPLOYMENT BY AGE

0.0%	15-24
0.0%	25-34
0.0%	35-44
0.0%	45-54
0.0%	55-64
0.0%	65+

ALSO KNOWN AS

- Information Management Technician
- Records Digitizing Technician
- Microfilm Records Searcher
- Records Technician
- Records Classifier

MAIN DUTIES:

This group performs some or all of the following duties:

- Implement and update records classification, retention and disposal scheduling plans
- Classify, code, cross-reference, log and store records
- Develop document inventories and maintain indexes for classification systems
- Operate information retrieval systems to research and extract records according to established guidelines in response to requests.

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