

RECORDS MANAGEMENT TECHNICIANS

NOC 12112

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



3-YEAR OUTLOOK

Undetermined

3-YEAR JOB OPENINGS

3

MEDIAN HOURLY WAGE

$31.32

$26.69 LOW

$38.00 HIGH

TYPICALLY REQUIRED

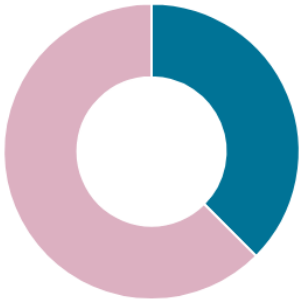
College or apprenticeship

EMPLOYED

39

AVERAGE SALARY

$56,000



EMPLOYMENT BY INDUSTRY

37.5%	Public administration
Suppressed	Suppressed
Suppressed	Suppressed
62.5%	All Other Industries

EMPLOYMENT BY AGE

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

ALSO KNOWN AS

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

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.

