

National Society Sons of the American Revolution
Job Description
Records Management Specialist

Reports to: Director of Operations.

Educational Requirements/Skills:

- High School Diploma or equivalent
- Experience with records management or digitization is a plus.
- 0-3 years relevant experience preferred.

General Purpose:

- Excellent customer service skills
- Strong attention to detail.
- Works well independently or in a team environment.
- Will meet goals as established.
- Basic computer operations with a proficiency in Microsoft Office software environment.
- Ability to identify opportunities to improve current workflows, systems, software and hardware.
- Follows written and verbal instructions.
- Interprets a variety of routine processing problems and takes corrective action.
- Communicates effectively verbally and in writing.
- Multi-tasks by handling a variety of duties in a timely and efficient manner.

Job Description:

- Able to manage the digitization process of all approved, new member and supplemental applications and accompanying documentation records for membership in the NSSAR.
 - The project is to be done in accordance with the criteria set forth by the Patriot Research System (PRS) and Digitization committees of the National Society.
- Will work with the Genealogy and Registrar staff to organize the materials to be digitized.
- Review all the applications and documentation bundles to prepare the physical documents for scanning.
 - This will include reviewing documents for proprietary documents, personal information and all other items identified by committees for redaction.
- Preparing documents physically for scanning, removing binding staples, making clean copies if needed or otherwise attempt to improve the quality of the image.
- Perform quality control inspections of images for errors and corrections before uploading to cloud based storage.
- Organizing images in correct order according to indexing plan
 - Provide indexing as determined by Digitization Committee or their designee.
- Upload images into a cloud based storage for use by PRS database.
- Track progress and report to Director of Operation and Digitization Committee.
 - Meet output requirements as defined.

- The documents that have been completed will be organized, indexed, and prepared for offsite storage.
- Able to manage the digitization process of the SAR Library Archives, which includes both paper scanning, photographs and negatives, audio transfer to digital, and possible video transfer to digital sub-projects.
 - The project is to be done in accordance with the criteria set forth by the SAR Library and Archives committee and the staff Archivist.
- Ensure equipment such as scanners and other processing equipment are operating as intended.
 - Arranging for annual maintenance inspection requirements or repairs as needed.
- Maintain strict document control.
- Perform other related duties, as required.

Physical Abilities:

- Ability to sit for extended periods of time consistently.
- Ability to view computer monitor for long periods of time consistently.
- Ability to lift file boxes and related equipment consistently.
- Ability to bend and reach and climb step ladders occasionally.