

STATE OF DELAWARE
RECORDS MANAGEMENT SPECIALIST
Department of State – Public Archives
PHYSICAL REQUIREMENTS

Job Title: Records Management Specialist
Department: Department of State
Division: Delaware Public Archives
Class Codes: MAAZ15
BP #s: 1531, 1460, 1524, 1521

JOB DESCRIPTION: A Records Management Specialist is responsible for records management which includes the maintenance, storage, retrieval, retention and disposal of documents and reports.

JOB SPECIFIC REQUIREMENTS: Must be able to follow directions and safely handle and move large boxes of records in an organized fashion without damaging the boxes or the contents.

JOB CLASSIFICATION: This job is classified as “heavy”, it requires exerting over 50 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

PHYSICAL JOB REQUIREMENTS:

To receive consideration for this position all RECORDS MANAGEMENT SPECIALISTS applicants for the Delaware Public Archives must be able to perform the following essential physical job functions:

- The physical ability to stand and or walk continuously.
- The physical ability to drive a state owned van with automatic transmission and power steering for 2 hours.
- The physical ability to bend, stoop, crouch, squat, push, pull and reach above your head frequently.
- The physical ability to climb and balance on a ladder at heights between 10’ and 14’ frequently.
- The physical ability to use both hands for continuous grasping and for occasional fine manipulation and fingering (for example: to use a cell phone or computer, etc.)

- The physical ability to frequently lift up to 50 pound boxes and move them on and off shelves and occasionally carry them 25 feet or more and then load them into a van.
- The physical ability to frequently push/pull a cart weighing up to approximately 400-800 pounds for a distance of one mile each hour in small spaces.
- The physical ability to frequently push/pull a pallet jack loaded with a pallet of record boxes weighing approximately 800 pounds a distance of 25' without assistance.
- The physical ability to work indoors and outdoors in all temperatures and weather conditions.

CERTIFICATION

I hereby certify that I have read and understand the above physical requirements of the RECORDS MANAGEMENT SPECIALIST for the Delaware Public Archives. I have also been given the opportunity to ask any questions I may have regarding the physical demands required of this position. I further understand that if I am offered this position, I will be required to take a functional capabilities evaluation (FCE) to determine if I can safely perform the required tasks without risk to myself or others.

PRINTED NAME _____

SIGNATURE _____ DATE: _____

Revised 11/13/07