



Warehouse Specialist

POSITION OBJECTIVE: This position is responsible for providing essential support and organization for NWFHN by organizing and maintaining closed case files and archived files of NWFHN and contract providers. This includes closed files, archived files that by law must be saved and made available when requested.

ESSENTIAL FUNCTIONS:

- Administrative and logistical duties for records, property, and fleet management as needed.
- Liaison for records requests as needed.
- Assist the Records, Property and Fleet Manager in the oversight of operations at the agency's record warehouses. Keep record Warehouses clean and organized.
- Assist Records, Property and Fleet Manager with inventory as needed and assist in processing new, transferred, or surplus property.
- Assist Manager with recycling, surplus disposal, and coordination of surplus office equipment as needed.
- Update general paperwork, databases, and spreadsheets as needed
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- Manage records archiving system
- Work cooperatively and provide training with file clerks with each of the agency's case management organizations upon request.
- Travel throughout Circuits 2 and 14 to complete archiving tasks as needed.
- Knowledge of current policies and rules regarding time frames of records retention and disposal.
- Support the archive storage facilities.
- Redaction of protected information within files that are the subject of the public records requests as needed to assist Manager.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

REQUIRED:

- High School diploma or its equivalent
- One (1) year of administrative/clerical work experience
- Ability to lift and carry 40 lbs. and move items such as boxes and office equipment
- Valid driver's license



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PREFERRED:

- Experience in records management.
- Experience with property and surplus processes.

SKILLS:

- Ability to work independently and set priorities.
- Ability to maintain confidentiality of sensitive data.
- Strong interpersonal and customer service skills.
- Time management and organizational skills.
- Ability to effectively speak, read and write English at the high school level.
- Proficiency in using computer applications including Microsoft Word and Excel.
- Ability to work effectively in both team and independent environments.
- Ability to plan, organize and coordinate work activities with Manager input.
- Ability to establish and maintain effective working relationships with others.
- Ability to work in a multitask environment.
- Strong analytical and problem-solving skills.
- Ability to lift and carry 40 lbs. repetitively during work periods

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee's Signature

Supervisor's Signature

Date

Date