



## **Records Analyst 1- Temporary**

*Tennessee Department of Treasury*

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### **Job Overview:**

The Records Management Section of the Management Services Division manages the receipt, preparation, capture, distribution, and storage of records for various departmental programs. It is also responsible for the collection and distribution of the department's U.S. mail and provides courier services.

### **Key Responsibilities:**

- Performs data entry and maintains Excel tracking workbooks.
- Sorts and opens departmental mail.
- Prepares documents for archival imaging.
- Makes editing decisions and adjustments to documents for visual clarity.
- Indexes and verifies documents by checking for accuracy, making necessary corrections, and filling in any missing data.
- Provides messenger services throughout the downtown area.

### **Qualifications:**

- Graduation from an accredited two-year college or university with an associate's degree
- Basic knowledge of Excel
- A valid state of Tennessee's driver's license and the ability to lift up to 30 pounds

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