Electronic Records

Project Title	Electronic Records
Project Summary	Electronic Records
Country	United States

Project Description

File Organization and Maintenance Services to include Electronic Records – Part of the Assessment function requires some experience in File Organization and Maintenance Services. The individual will provide intellectual and physical support enabling Government control of documents or information that includes:

· Organization of documents and/or information by placing it into a simplified filing system.

· Gathering documents and data to be scanned and indexed into a digitized format.

· Updating an existing file system, maintenance of documents, or organizing existing documents or information into a storage media.

Computer Services – The individual will need to have a basic understanding of the following areas as the work assignments will be in this environment:

· Knowledge and experience with Microsoft Products and application development.?

· Perform encoding and data manipulations across several platforms.

· Content Management services are needed to update and upload new content via Sharepoint and/or Drupal. Experience with data management (record content, structure, and metadata) to include migration and converting to ensure system changes retain information and data.

· Form development and 508 compliance knowledge.

· Individual will need to perform reporting functions using statistic and analytical products to produce a variety of reports.

· Ensure that all fonts necessary to interpret the information in each record are embedded when the files are created.

· Separate temporary records and non-record materials from permanent electronic records. Create data dictionary and terminology listings.

· Have some familiarity with NARA applicable electronic record management formats.

Required Skills or Interests

Skill(s)
Software development

Additional Information

Position needed in Albuquerque, New Mexico

Language Requirements

None