

RECORDS SPECIALIST

SUMMARY: Responsible for records specialist job functions in an aviation maintenance environment in accordance with established procedures and government regulations. Documents, maintains and inspects aircraft records. Performs routine clerical duties to include document preparation, filing, answering telephones, customer support, ordering office supplies, and general office administration with little or no supervision. Use company / government computer programs and / or new technology to complete job functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Initiates, completes, posts and maintains aircraft records, data, logs, and reports. Compile and input data in government approved automated programs.
2. Interprets and initiates appropriate actions relating to directives, manuals, procedures, or other instructions affecting aircraft records required by the Army's Maintenance Management System.
3. Examines and checks forms, records, reports, and documents for accuracy and completeness.
4. Post open and closed aircraft faults, process parts change slips, oil samples, and 743's. Collects and verifies data for AMTRACK compliance for SOF, ASAM and AMAM.
5. Record HIT baseline information and information for Form 2408-19-2. Post and update compass correction data / cards and short life reports.
6. Responsible for synchronizing data with MCDS data.
7. Create and maintain logbooks, including but not limited to deleting, creating, and initializing 2408-18 (inspections), CADS, DD Form 1613.
8. Maintain files and update driver's license for all aircraft maintenance contractor personnel.
9. Reviews, prepares, and initiates required tracking documentation and annotates all applicable Air Worthiness Releases (AWR), Safety of Flight (SOF), Aviation Maintenance Action Messages (AMAM), Aviation Safety Action Messages (ASAM), Modification Work Order (MWO), and Maintenance Engineering Calls for requirements of the assigned fleet historical records.

OTHER DUTIES AND RESPONSIBILITIES:

1. Prepares, creates and maintains records, reports, and correspondence, assuring correct spelling, format, punctuation, etc.
2. Demonstrates job procedures and assists in the training of other Records Specialists.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent – General Educational Development (GED) certificate, plus one (1) year of clerical experience. Specialized vocational, technical, college, or business school may be substituted in part for experience requirements.
2. Employees who previously held the classification of Records Clerk prior to May 2, 2005 will be considered as previously holding the classification of Records Specialist and qualified to reclassify to the Records Specialist classification.

RECORDS SPECIALIST (CONTINUED)
OTHER REQUIREMENTS:

1. Must be capable of planning work, determining work priorities, and working with little or no supervision.
2. Must have a thorough knowledge of technical publications and directives applicable to aircraft, vehicles, and equipment.
3. Must have the ability to read, understand, and interpret aircraft maintenance technical publications for use in job assignment.
4. Must demonstrate the ability to accurately keyboard at thirty (30) words per minute on a computer.
5. Must possess effective verbal and written communication skills.
6. Must demonstrate skills in administrative and clerical duties to include filing, preparation of records, memos, letters, and other communications; mathematical calculations pertaining to this classification; and maintenance of suspense systems, logs, and other records.

CLASSIFICATION DISTINCTIONS WHEN ASSIGNED TO THE AIR FORCE PROJECT:

1. Completes maintenance documentation accurately using Integrated Maintenance Data System (IMDS) and required forms, as required by job assignment.
2. Must show proficiency in the use of IMDS within ninety (90) days after assignment.

DenMar Services, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.