



## LIBRARY OF VIRGINIA

### RECORDS STORAGE TECHNICIAN

Position #00186 (Full-Time), Pay Band 2

Store and Warehouse Specialist II; 79132

Salary Range: \$40,000 - \$45,474 (commensurate with experience)

**Open to the General Public: April 21, 2025 – May 14, 2025**

The Library of Virginia is seeking a Records Storage Technician to work in the archived records and temporarily stored records for the Commonwealth of Virginia at the State Records Center. Responsibilities will include retrieving and delivering of records as necessary for the Agency and customer use and the destruction of records as prescribed by the laws of the Commonwealth.

The successful candidate will have the knowledge and experience sufficient to demonstrate the ability to perform the job requirements; excellent customer service and communication skills; the ability to work well with others; a working knowledge of computers; and the ability to resolve problems and attend to details.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

### BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family, and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

### CORE RESPONSIBILITIES

- 25% - Customer Service
- 25% - Recordkeeping & Communications
- 25% - Equipment Operation & Safety
- 10% - Records Center Guidelines
- 10% - Training
- 05% - Back-up Personnel

## REQUIRED QUALIFICATIONS

- Knowledge of bar-coding locator systems to place and locate items.
- Knowledge of computers and various software applications and a basic knowledge of the streets in the Richmond & surrounding areas highly desirable.
- Excellent customer service and communication skills.
- Ability to safely use various warehouse equipment including the Raymond Forklift and Raymond EASI Orderpicker trucks, ability to use document destruction equipment, to drive delivery vehicles and to work independently or as a team.
- Requires ability to sit/stand for an extended period, lift and move boxes and containers weighing up to 70 pounds and to bend, stoop, push, pull and complete tasks requiring manual dexterity.
- Ability to read street and highway maps.

## PREFERRED QUALIFICATIONS

- Valid Virginia Driver's license or ability to obtain one. Work experience sufficient to demonstrate the ability to perform the job.

## APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at [Records Storage Technician - Henrico, Virginia, United States](#) for position #00186. **This position is open April 21, 2025 – May 14, 2025.** Questions should be directed to [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov). Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for additional information about the agency.

Fax, e-mail, or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov).

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov). **An EEO/AA/ADA Employer**

## SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov). Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.