The Library of Virginia, the archival agency of the Commonwealth of Virginia, is seeking a Document Destruction Technician to work at the State Records Center (SRC) located in Henrico County on Charles City Road. This position assists with the retrieval and delivery of records for agency and customer use and oversees the secure destruction process as prescribed by the laws of the Commonwealth. Responsibilities will include verifying locations of records; maintaining internal records by complying with records management forms and procedures; ensuring the timely destruction of confidential records in different formats per the retention schedule; and following procedures for box tracking. The incumbent in this position will safely operate specialized document destruction equipment and perform periodic maintenance checks on equipment, as required.

This is a restricted position based on available funding through non-general fund revenue. Restricted employees are eligible for the state employee benefits package (including leave, retirement, life and workers’ compensation insurance). Restricted employees are not eligible for severance benefits or the provisions of the Layoff Policy, DHRM Policy 1.30.

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.

**CORE RESPONSIBILITIES**
45% - Document Destruction
20% - Recycling
10% - Equipment Operation & Safety
10% - Recordkeeping & Communications
10% - Employee Backup
5% - Records Center Guidelines

**REQUIRED QUALIFICATIONS**
- High School diploma or GED;
- Knowledge of or ability to learn drop down menu inventory tracking system and scanners, to place and locate items;
- Working knowledge of warehouse environments and safety;
- Working knowledge of warehouse and order picking equipment including pallet jacks and order pickers;
- Excellent customer service and communication skills;
- Ability to use computers and learn software;
• Ability to use microfilm/microfiche disintegrator and document destruction equipment;
• Ability to work well independently or in a team;
• Ability to sit/stand for an extended period of time;
• Ability to lift and move boxes and containers weighing up to 70 pounds;
• Ability to bend, stoop, push, pull and complete tasks requiring manual dexterity;
• Ability to obtain certification for Order Picker Lift Truck & Pallet Jack; and
• Ability to follow all safety standards in a warehouse environment and in equipment operations.

PREFERRED QUALIFICATIONS
• Basic knowledge of safety codes highly desirable;
• Valid certification for Order Picker Lift Truck & Pallet Jack preferred; and
• Knowledge of and experience with Microsoft Office, including Word and Excel preferred.

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS
To apply, candidates must submit a completed Virginia state employment application online at https://virginiajobs.peopleadmin.com for position #00161. This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time. Questions should be directed to the Office of Human Resources at (804) 692-3586 or nancy.epperly@lva.virginia.gov. Please visit our website at 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 nancy.epperly@lva.virginia.gov or 804-692-3586.

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 (804) 692-3586 or email nancy.epperly@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.

Yellow/Blue Cards – If you have been affected by Policy 1.30 Layoff as a state employee and possess a valid Interagency Placement Screening Form (Yellow Form) or a Preferential Hiring Card (Blue Card), you must submit this document BEFORE the closing date for this position. The document may be scanned and uploaded in the same manner as uploading a cover letter or resume during the application process, or it may be faxed to (804) 692-3587. Please include your name and the position number on the fax cover sheet and call to confirm receipt.