



Come and join our team at Tualatin Valley Fire and Rescue as a **Records Analyst**

We seek candidates from a variety of backgrounds and experiences.

WHAT A RECORDS ANALYST DOES

The Records Analyst is responsible for responding to public records requests, providing training to District personnel in records management and patient privacy policies. This position also supports personnel in the retention and retrieval of department records, electronic incident records management and interview requests.

THE IDEAL CANDIDATE WILL:

- Possess a high attention to detail and customer service.
- Be action oriented and organized.
- Be knowledgeable of state and federal laws and regulations, including Oregon Public Records Law, HIPAA and other records and privacy mandates.
- Possess the ability to execute consistent good judgment in a fast paced environment working with both internal and external customers.

**Applications will be accepted through
January 29, 2018.**

**Apply online at www.tvfr.com
We are an equal opportunity employer.**

QUALIFICATIONS

- An associate degree.
- Two (2) years of experience with primary responsibility devoted to the organization-wide records management function, preferably in the public sector and involving patient privacy.

WHO WE ARE

Tualatin Valley Fire and Rescue is Oregon's largest fire district and we provide fire protection and emergency medical services in one of the fastest growing regions in Oregon. Our service area includes the cities of Beaverton, Durham, King City, Newberg, North Plains, Rivergrove, Sherwood, Tigard, Tualatin, West Linn, and Wilsonville and unincorporated portions of Clackamas, Multnomah, Washington, and Yamhill counties.

