

RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is manual and clerical work storing, retrieving and filing paper documents, microfilm and all other records stored at the County Records Center or other municipality. Positions are responsible for receiving boxes or individual files; lifting and moving boxes; picking up and delivering records; assisting customers; recordkeeping, using computerized equipment; maintaining security of records in storage and during retrieval by customers; and destroying records in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares documents for scanning; i.e., removing staples and repairing documents;
Retrieves documents requested and returns documents to appropriate files;
Sorts and prepares records for use by customers or for filming, scanning or other processing, according to instructions;
Files or shelves and retrieves different types of document in accordance with established procedures;
Delivers requested records;
Reviews documents for accuracy, completeness, processes, and conformity with established procedures and makes appropriate determinations;
Receives incoming records; shelves or otherwise stores records received, using established storage methods;
Sorts, destroys (using paper shredder when needed), packages, labels, and/or organizes inactive records in accordance with established procedures;
Maintains inventory of records on a computer database by entering records for various departments within the county;
Uses an Imaging Scanner station, which includes data entry, working with computer software program, and scanning all types of County documents;
Operates planetary microfilming camera, reader/printers, and scanners;
Keeps a record of all transactions in accordance with established policies and procedures;
Determine and assign location for incoming records; enter locator code into the record system manually or by using computerized equipment;
Assists with physical inventories;
Answers phone and provides customer assistance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of alphabetic, numeric and other filing systems;
Good knowledge of proper maintenance of records;
Working knowledge of the retention and disposition requirements for public records;
Working knowledge of the types of records utilized and maintained in public offices;
Working computer knowledge and ability to use moderately difficult software programs;
Ability to use a motorized lift to store and retrieve boxes of records as requested;
Ability to organize and follow specific procedures to accomplish assigned scanning or filming projects as directed;
Ability to use a data entry terminal keyboard and a visual screen to enter and retrieve pertinent data from computer files;
Ability to methodically organize files and records;
Ability to establish and maintain effective working relationships;
Ability to perform close, detail work involving considerable visual effort and concentration;
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases;
Ability to understand oral and written instructions;
Ability to lift 40 lb. boxes;
Able to carry boxes up and down ladders;
Ability to use motorized lift (16 feet high) to put away and retrieve boxes;
Ability to code records and files according to established procedures;
Ability to perform simple arithmetic computations;
Ability to use computer applications or other automated systems such as micrographic equipment in performing work assignments;
Ability to follow specific procedures to accomplish assigned scanning or filming projects as directed;

Ability to clean and maintain equipment such as scanners and microfilm cameras;
Ability to operate duplicating equipment and perform resolution testing and densitometer;
Ability to follow instructions;

Initiative;
Accuracy;
Dependability;
Physical condition commensurate with the demands of the
position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school
equivalency diploma and one year of clerical experience.

Note: Education beyond high school may be substituted for
experience on a year for year basis.

R871 2/18/2016