

SENIOR RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult clerical work involving responsibility for the performance of a variety of clerical tasks related to the development and administration of a records management system for County departments. The work requires the efficient classification, storage, and retrieval of County government information. The incumbent is responsible for the inventory and disposition of records using State Archives Records Retention and Disposition Schedules. This work requires expertise in the operation and maintenance of microfilming planetary equipment, such as cameras, duplicating machines, reader/printers and scanners that are specific to the operation of the records management program. It is also a very physical position, requiring the ability to load and lift 40 lb. boxes. This person will work part of the time in a warehouse using a motorized lift to store and retrieve boxes. This class is distinguished from Records Clerk by the greater complexity of tasks, the program knowledge required, the responsibility for acting as lead worker, and the exercise of independent judgement in selecting the best of a number of prescribed alternatives regarding clerical operations. The incumbent may direct and review the work of Records Clerks, but regular supervision is not a responsibility of the class. The work is performed under the general supervision of the Records Management Officer and County Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

Organizes and classifies records for storage at the County Records Center;

Maintains inventory of records on a computer database by entering records for various departments within the county;

Retrieves documents requested by county departments and the public and returns documents to appropriate files;

Delivers requested records to county departments;

Has responsibility for the operation of the Document Imaging Scanner station; including data entry, working with computer software program, and scanning all types of County documents;

Reviews documents for accuracy, completeness, processes, and conformity with established procedures and makes appropriate determinations;

Monitors agency record keeping systems for proper maintenance (both manual and computerized);

Inventories records to determine type, age, format, usefulness, condition and quantity of each category of record series;
Sorts, destroys (using paper shredder when needed), packages, labels, and/or organizes inactive records according to State Archives Records Retention and Disposition Schedules;
Prepares documents for scanning; i.e., removing staples, and repairing documents;
Answers inquiries in person or by telephone regarding department projects or requests for information from the public;
Maintains records, both paper and computerized, for the records management program as directed by Records Management Officer;
Assists in preparing reports on department activities;
May prepare standard written responses on matters related to specific agency programs received from general public, State, and local agencies, and within agency;
May perform numerical data operational reports on the records management inventory.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of proper maintenance of records;
Good knowledge of specific laws, organizational rules, procedures, and policies pertaining to record management;
Good knowledge of the retention and disposition requirements for public records;
Good knowledge of the types of records utilized and maintained in public offices;
Good knowledge of modern office terminology, procedures, equipment and business English;
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 by departments;
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 with others;
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 lbs. 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 use a computer keyboard and follow specific software programs;

Ability to clean and maintain equipment such as scanners and microfilm cameras;

Ability to troubleshoot basic hardware and software problems;

Ability to operate planetary microfilming camera, reader/printers, and scanners;

Ability to operating duplicating equipment and perform resolution testing with densitometer;

Ability to deal effectively with people;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience which involved responsibility for filing, storage, and disposition of records; or
- B) Three (3) years of clerical experience, one (1) year of which involved responsibility for filing, storage, disposition of records; or
- C) An equivalent combination of training and experience as indicated in a) and b) above.