



JOB DESCRIPTION

JOB TITLE: Records Management Clerk

JOB CODE: 3070

DEPARTMENT: Recorder/Records Management

FLSA STATUS: Non-Exempt

REPORTS TO: Records Management Supervisor

SUMMARY OF JOB PURPOSE

Compiles, maintains, and preserves County records and related files, including microfilming, status, location, and retrieving stored files upon request; ensures security and confidentiality of records.

ESSENTIAL FUNCTIONS

1. Assists outside agencies and/or user department by telephone, fax and/or e-mail answering inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; researches questions, when appropriate, to provide accurate information; confers with document originators or department personnel to transport files and boxes to and from user departments.
2. Prepares documents for microfilming or scanning by properly sequencing, removing material that may damage equipment, repairing, determining film scanning ability, inserting, indexing and logging documents; sets up, operates, and maintains micrographic equipment for records operation.
3. Scans/films documents with scanning/microfilm equipment and related peripheral equipment; processes all microfilm and makes duplicate copies of the film for various County offices; inspects all processed microfilm and scanned images to guarantee quality; indexes and stores completed rolls of film or any other form of media; performs minor repairs to damaged materials.
4. Manages records by establishing, implementing, and maintaining computerized database filing system and maintaining the archival records system; posts changes to computerized or manual control records, releases documents, and notifies affected departments.
5. Assists with record management tasks such as form preparation, design and control, filing, copying, and records purging; ensures that the recordkeeping tasks of the records/identification unit are properly coordinated with other units in the department, support their operational needs, and ensure that the confidentiality and security of records is maintained.
6. Performs a variety of clerical tasks, such as preparing a variety of letters, memos, proposals, and reports; updates user department inventories; assists other departments in obtaining information from archive files, and assists with schedule for filming and/or destruction of records.
7. Transports weekly film to the Recorder's Office, and other user departments as needed for quality control of images.
8. Performs the duties of a Deputy Recording Clerk, in the Recorder's Office, as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Records Management Clerk

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and two (2) years progressively responsible general clerical experience; previous records management experience preferred.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to employees of the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written and/or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of office procedures, records management principles, and working knowledge of record retention schedules published by Nevada State Archives; a high degree of logical reasoning; ability to work with limited supervision; demonstrate effective interpersonal relationships in bringing people together to solve problems; establishing and maintaining effective working relations with co-workers; beginning to intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, scanner/microfilm equipment, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 40 pounds up and down ladders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Records Management Clerk

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.