

**Position Title:** Records Retention Clerk  
**Department:** Finance & Administration  
**FLSA:** Non-Exempt  
**Reports To:** County Manager

**Job Summary:**

An employee in this classification is responsible to properly store, maintain, or destroy records for all County Departments and offices, to perform research of stored records, and to perform various clerical and bookkeeping functions for the Finance Department.

**Responsibilities:**

*The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Establishes standards for efficient management of the creation, utilization, maintenance, retention, preservation and disposition of records; develops policies and procedures regarding records retention and disposition; assists and trains County employees and officials with records management programs.
- Operates and maintains records in compliance with federal, state, and local guidelines governing record retention; inventories, transfers and stores inactive local government records; maintains inventory of all transferred and stored records; properly marks and stores record boxes; destroys obsolete records as required.
- Processes requests for information; receives requests for information from County employees, County officials, and the public; researches stored records for information; responds to inquiries in a timely manner.
- Prepares or completes various forms, reports, correspondence, lists, checks, or other documents related to record management.
- Communicates with County officials, employees, other departments, regulatory agencies, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession.
- Operates a personal computer, general office equipment, ladder, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **Knowledge, Skills and Ability:**

- Knowledge of terminology, policies and procedures associated with public document retention
- Knowledge of general office procedures
- Skill and Ability in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations
- Decision making and problem solving skills
- Ability to understand and follow quickly and accurately written and oral instructions

### **Minimum Qualifications:**

- High School diploma or GED; twelve (12) months(s) of experience in clerical, secretarial, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Sitting and standing with intermittent moving within an office environment, lifting of files, heavy books up to 25 pounds, boxes up to 50 pounds, reaching, bending, twisting, stretching, walking, stooping, kneeling, crouching, and climbing.
- Experience maintaining records and storage systems and working knowledge of various types of records used in public offices.
- Experience filing materials using alphabetical and/or numerical systems.
- Demonstrated ability to work independently and exercise initiative, with general guidance and supervision.
- Detail oriented and accurate.
- Governmental records retention experience preferred.