



City of Winder

Job Description: Records Retention Clerk

Department: General Administration

Rev 7/14

EEO Function:

Pay Grade: 14

EEO Category: Administrative Support

Status: Non-Exempt

Pay Type: Hourly

Position Number: 1221

I. Chain of Command/ Reports To

City Clerk or designee.

II. Job Summary

Under general supervision, and in accordance with established procedures, the incumbent is expected to perform a variety of duties with only occasional instruction or assistance which includes varied and moderately difficult work relating to records management for storage and processing of physical records and associated automated information systems. Accuracy and attention to detail is essential, as work is normally reviewed only for over-all results. This position also requires extensive knowledge of due process dealing with the job duties listed below.

III. Essential Duties and Functions

- Follow and promote Policy and Procedures of the City of Winder.
- Evaluates and identifies records preservation needs for various city departments.
- Develops and implements an efficient and uniform procedure for records management in compliance with federal, state and local laws.
- Establishes preservation methods of records preservation including, microfilming and digital imaging to ensure compliance with all state and federal guidelines relating to archiving.
- Gathers information from department staff to evaluate existing records storage and disposition procedures and systems.
- Perform the technical aspects of collecting, collating, retention and control of various documents and reports held by the City.
- Reviews records to determine historical value.
- Establishes and maintains an inventory control and access and retrieval system.
- Reviews and evaluates all requests for filing and microfilm equipment and supplies.
- Assists the City Clerk with determining the disaster recovery and backup needs for all documents stored in electronic format.
- Assists the City Clerk with collecting documentation requests for access to public records with completion of requests.
- Submits records retention schedule proposals for review and approval by the City Clerk.

- Ensures the proper implementation of records retention schedules, labeling of file containers, the physical transfer of records to storage and the timely destruction of records.
- Disposes or arranges for the disposal of eligible records and documents following proper laws and regulations.
- Ensures that the records room is organized and maintained in accordance with professional standards.
- Performs physical processing of records to include labeling and boxing records for permanent or temporary storage.
- Scans documents.
- Acts as back up for receptionist for utility billing.
- Performs related duties as assigned.

IV. Knowledge, Skills, and Ability:

- Knowledge of various types of office equipment used to index and store documents such as microfilm, microfiche, and computer databases to include their functions and limitation.
- Knowledge of archival and records management terminology, principles and methods including appraisal, accessioning and registration, description, storage, environmental control, conservation, records scheduling and techniques as needed to manage all city records retention activities.
- Knowledge of techniques of records preservation, duplication and restoration.
- Knowledge of federal, state and city laws and regulations regarding record retention as needed to satisfy legal and contractual issues.
- Knowledge of Microsoft Word and Excel.
- Ability to arrange and describe archival materials and to appraise historical value of records.
- Ability to plan and organize to include developing a strategy, following a plan and accomplish goals.
- Ability to utilize archival records for historical research as needed to provide others with research assistance, provide information to department staff and other archives patrons.
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.).
- Ability to effectively be accountable for the proper care of receipting and documentation.
- Ability to utilize computer software applications used for records retention schedule and/or transfer of records into the archival program.
- Ability to communicate orally as needed to exchange information with other employees, other professionals and the public.
- Ability to establish and maintain effective working relationships with employees, public officials, professionals and the general public as needed to answer questions and provide technical expertise in the maintenance and retrieval of documents and records.
- Ability to work with limited supervision to include setting priorities and managing time effectively as needed to accomplish operational goals and objectives.
- Ability to follow procedures for the management of historical records and archival collections.

- Ability to use a personal computer and computer peripherals as needed to enter and retrieve information, develop automated records storage systems and assist users.
- Ability to operate document imaging and storing equipment such as microfilm and microfiche.
- Ability to operate a motor vehicle as needed to transport records, supplies, and equipment to appropriate departments and/or locations.
- Ability to use standard City software as intended.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Ability to maintain a neat and orderly workspace.
- Ability to promote a positive work environment.
- Ability to maintain confidentiality.
- Ability to work routinely under highly stressful conditions.
- Ability to pass drug testing as noted in policy.
- Ability to communicate in English
- Ability to maintain high ethical standards, both on and off duty.
- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

V. Licenses and Certifications Required

- Obtain Records Management Certification within 2 years of appointment.

VI. Qualifications

- High School diploma or GED.
- Minimum of 21 years of age.
- Two (2) years of clerical experience with a minimum of 1 year of work experience which involves records management responsibilities to include maintenance, retrieval, storage, archiving and disposal of temporary and permanent records.
- Never been convicted of a Felony.
- Must be a citizen of the United States.
- Work evenings, weekends and/or holidays as required.
- Must be able to be bonded and pass a credit check.

VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 35 pounds.

Hearing: Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

Attendance: Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, the department and the public.

VIII. Working Conditions:

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, frequent interruptions and a high degree of contact with the employees and public. This position may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

Some travel may be required to maintain training requirements.

IX. Supervisory Controls/Responsibility:

None

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

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.