

RECORDS RETENTION CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for administering a records retention system for a City by developing and implementing routine clerical procedures for retrieving, filing and storing city records for city departments. The incumbent is responsible for the efficient classification, storage, inventory, and retrieval of city records. The incumbent is also responsible for reviewing, surveying and cataloging city records for retention and disposition determinations, which are made by the City Clerk who acts as the Records Management Officer. The work is performed under the general supervision of the City Clerk. Some leeway is permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Retrieves records for city departments, maintains sign-out log for records that are out in other departments and files records that are returned;

Sorts, organizes and files inactive records according to State Archives Records Retention and Disposition Schedules;

Maintains inventory of records on a computer database by entering records for various departments within the City assigning retention spans to records by using state record schedules;

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

Sorts, indexes and files a wide variety of materials such as correspondence, forms, checks, vouchers and other related material;

Advises general public of what records are available for research purposes;

Organizes and classifies records for storage;

Delivers requested records to city departments;

Assists the City Clerk with grant requests by collecting data and statistical information;
Attends training and workshops with respect to state records management and retention regulations and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of proper maintenance of records;
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 office terminology, procedures and equipment;
Ability to methodically organize files and records;
Ability to express oneself clearly and concisely;
Ability to maintain records on a computer database;
Ability to understand oral and written instructions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
- (b) Three (3) years of clerical experience.