# RECORDS SPECIALIST
# SENIOR RECORDS SPECIALIST

**AGENCY/DEPARTMENT:**
Citywide Administration/Records Management

**Approved By HR Director:** Linda Matthews
**Date Approved:** 10/18/05
**Date of Last Revision:**

**Reports to:** Records Manager
**Supervises:** N/A

**JOB SUMMARY:** Under general supervision, performs a variety of specialized administrative duties for the Records Management Department/City Clerk office involving the processing and maintenance of City records; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** The Records Specialist class performs journey level records management and City Clerk administrative functions. It is distinguished from the Senior Records Specialist by the latter's responsibility for procedural expertise over operational functions within the unit and the handling of more complex technical records management and City Clerk functions.

## EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Processes, indexes, files and retrieves official City documents, records and archives including ordinances, resolutions, contracts, bonds, agreements, deeds, insurance documents, and meeting minutes; reviews documents for legal and procedural accuracy.
2. Researches and responds to authorized information requests from the public, businesses, outside agencies, and City staff; including all types of archived records, ordinances, codes, and policies.
3. Posts, verifies and enters City records information into database; processes and audits documents and records inventory system to maintain and locate records.
4. Operates a variety of electronic document imagining and micrographic equipment to store information; reviews quality of image and accuracy of indexing.
5. Attends bid openings; receives, logs, opens and monitors bids; maintains custody of bid bonds.
6. Compiles and maintains records for all City departments in a centralized records center; prepares records for storage; shelves, retrieves, audits, and stores boxed records.
7. Prepares and processes departmental logs, including the processing of City ordinances, resolutions, reports and bonds.
8. Maintains and updates departmental reference materials; screens and directs department mail and phone calls.
9. Prepares and edits general correspondence, memorandums and documents to the public, businesses, outside agencies, and other department representatives.
10. May assist with the training of temporary and volunteer staff.

## SENIOR RECORDS SPECIALIST

**IN ADDITION TO THE ABOVE, FUNCTIONS MAY ALSO INCLUDE:**

11. Provides specialized expertise and performs administrative duties for one or more assigned operational functions within the department; interprets and explains regulations, procedures, policies, systems, rules and precedents in response to inquiries.
12. Prepares special reports and listings, including inventory, retrieval, destruction and research reports, subpoenas, and related documentation.
13. Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
14. Monitors processing of formal determinations following Council action.
15. Processes, monitors, and publishes codification of ordinances.
16. Prepares, processes and arranges for publication of legal notices in accordance with City and State legal requirements.
17. Administers citywide document retention and destruction activities and documentation.
18. Assists in the development of departmental procedures and standards.
19. Determines appropriate uses of organizing and retrieving information; audits documents and records inventory system to maintain and locate records; identifies and corrects errors.
20. May provide lead direction over subordinate staff.

## QUALIFICATION GUIDELINES:

***ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:***

### RECORDS SPECIALIST

**EDUCATION/EXPERIENCE:** High School diploma or recognized equivalent and three years of administrative support experience, including records maintenance and filing.

**KNOWLEDGE OF:**

- Basic records maintenance and retrieval, equipment, and operations.
- Basic records management systems and practices.
- Standard administrative support practices, procedures, and equipment.
- Customer service methods and communication techniques.

**ABILITY TO:**

- Understand and comply with applicable City ordinances and resolutions, state laws, and departmental policies and procedures.
- Prepare, organize, and maintain accurate and complete documentation and records.
- Maintain, query, and input data into database reporting systems.
- Research and compile records and information.
- Identify filing, maintenance, and recording errors and discrepancies.
- Lift archival boxes and climb ladders.
- Maintain sensitive and confidential information.
- Operate computer using relevant word processing, spreadsheet, database, imaging and other software; entering and retrieving data with speed and accuracy.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain and foster positive, harmonious, and effective working relationships.

**DESIRABLE:**

- Public agency experience with City Clerk's functions or in the records management field.
- Associate's degree from an accredited college or university.

**IN ADDITION TO THE REQUIREMENTS OF THE RECORDS SPECIALIST, THE SENIOR RECORDS SPECIALIST REQUIRES**

## SENIOR RECORDS SPECIALIST

**EDUCATION/EXPERIENCE:** High School diploma or recognized equivalent and two years of experience in the performance of work equivalent to Records Specialist or comparable work experience in a records management center.

**KNOWLEDGE OF:**

- Applicable federal, state, and local laws, codes, and regulations governing records retention, dissemination, access, and destruction.
- Principles of records management including records classification and indexing systems.
- Modern records management technology such as microfilm, conversion systems, and imaging systems.

**ABILITY TO:**

- Apply and explain applicable City ordinances and resolutions, state laws, and departmental policies and procedures.
- Organize, coordinate and prioritize multiple projects.
- Provide technical direction and oversee the work of others.
- Plan and coordinate work assignments.

**DESIRABLE:**

- Bachelor's degree or equivalent from an accredited college or university in business or public administration or closely related field.

**FLSA Exemption Status:** Non-Exempt
**Employee Unit: #** 1, Confidential
**DOT Program Participant:** No
**Job Family:** Records Management
**Class Progression:** Records Specialist
Senior Records Specialist