

ROY WATER CONSERVANCY DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: RECORDS CLERK I

JOB ID: STATUS:Active EFFECTIVE DATE: 01/11/2024

BENCHMARKED TO: RECORDS CLERK II

SAFETY SENSITIVE: [None]

SUPERVISORY LEVEL: [None]

PAY RANGE: \$17.26 – \$28.28

FLSA Exempt: No

EEO DESIGNATION: Professionals

CAREER SERVICE PROBATIONARY PERIOD: 12 months

WORKING CONDITIONS: Everyday Risks PHYSICAL REQUIREMENTS: Sedentary

PURPOSE AND DISTINGUISHING CHARACTERISTICS

(Description of the job which distinguishes it from other job(s) in a series or family)

Incumbents in this job provide records management (storage and retrieval) services to the District including the identification, description appraisal, scheduling and classification of records series and District records management systems in accordance with State Archives policies; appraise and evaluate records for administrative, fiscal, legal, historical and research values; process permanent archival records for research use; and assist District representatives in scanning technology including guidelines for scanning public records, and assessing District scanning technology needs. Also maintains security of classified and confidential records. This level is distinguished from the Records Clerk II in that level I is in a training mode and is under closer supervision with the work being reviewed by the supervisor more carefully.

EXAMPES OF TASKS

(More specific information about the job can be found in the Purpose and Distinguishing Characteristics. This list contains tasks that are typically associated with the job. It is not all-inclusive and may vary from position to position. Hiring agencies may, depending on the specific nature of the position, modify these tasks and/or identify additional tasks, based on a current position analysis.)

- Performs business office operations including assistance answering phones, routing calls, directing visitors, scheduling appointments, and maintenance of files.
- Provides administrative support for internal and external correspondence and other internal documents including letters, memos, reports, newspaper publications, and agendas.
- Assists in the maintenance of the customer database, historical files, computer files, and documents, including assistance in the scanning of historical and property files to the GIS system.
- Coordinates and/or acts as a liaison between public or District employees and other agencies, State Archives, organizations suppliers, etc.

- Monitors and/or coordinates physical storage, retrieval and destruction of records.
- Performs descriptive and subject cataloging; creates original cataloging systems; consults with District employees and state agencies on problems in cataloging and collection management; performs general consulting with District employees.
- Maintains accurate records and logs.
- Act as a resource to provide information or determine the most effective way of meeting the needs of management, staff, clients or customers.
- Provides technical assistance on agency issues, services, program(s), and/or computer hardware and software, etc.
- Other tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

(This list contains KSAs that are typically associated with the job. It is not all-inclusive and may vary from position to position. The District may, depending on the specific nature of the position, modify these KSAs and/or identify additional KSAs, based on a current positions analysis.)

- laws governing access to public and private records (Government Records Access and Management Act)
- principles, theories, and practices of records management
- develop and/or implement new policies/procedures/standards and/or rules/regulations
- principles, theories, and practices of archiving
- research methods, techniques, and/or sources of information
- general understanding of parcel identification and county property information
- speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally
- communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing
- enter, transcribe, record, store, or maintain information in either written or electronic form.
- establish, organize and/or maintain files
- deal with people in a manner which shows sensitivity, tact, and professionalism
- principles and theories and practices of scanning technology
- basic understanding of accounting and finance in order to assist with the required separation of duties for compliance with internal financial controls

OTHER REQUIREMENTS

- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Typically, the employee may sit comfortably and perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.
- Graduation from high school and two (2) years of records management experience or any equivalent combination of education and experience.