

Wheatland County Job Description

Position: Records Management Clerk
Reports to: Manager of Administrative Services

Purpose of the Position:

The primary function of the Records Management Clerk is to oversee records management operations including coordinating the efficient and expedient retrieval, filing, and storage of information. Assignments may include the coordination of cataloging, customer assistance, technical or reference work; and overseeing the analysis and classification of official records, documents, and other information media, ensuring that all records management procedures meet applicable records retention and legal requirements. The duties performed are of a sensitive and confidential nature.

Typical Duties & Responsibilities:

1. Records Management

- a. Filing, storing, arranging, indexing, digitizing and classifying records.
- b. Scanning of Historical Bylaws & Minutes and uploading into Filepro system.
- c. Disposal of records per the approved retention schedule.
- d. Assists customers or other County employees with reference work to provide information utilizing the records system.
- e. Monitors compliance of records management with current policies and legislation.
- f. Reviews information and recommends procedures for storage, disposition, and disposal of documents, records, and material.
- g. Reviews and selects an established system of subject headings as guides for filing documents and materials.
- h. Keeps current on technological advances in information retrieval and data management systems; recommends changes and assists in the implementation of modifications to current systems.

2. Planning and Development Support

- a. Assist in processing planning and development applications.
- b. Miscellaneous projects as required by the Planning and Development Department.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the discretion to add to or change the duties of the position at any time.

Job Specifications

To be effective in the performance of the position described above, an individual would require the following:

- Recognized Records Management Certificate.
- Knowledge of municipal legislation and relevant statutes.
- Ability to operate office equipment such as microfilm readers, laminators, copiers, spiral machine and other specialized equipment.
- Effective communication skills; written and verbal.
- Demonstrated ability to work effectively, both independently and as part of a team.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned duties.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to sit at a computer for long periods of time, lift up to 40 pounds and work in an office environment.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform assigned duties.

DECLARATION:

I hereby certify that I have read this description, and that I accept it as being a true representation of the typical duties and level of responsibilities assigned to the position of Records Management Clerk.

DATE

SIGNATURE