

JURUPA COMMUNITY SERVICES DISTRICT RECORD RETENTION CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, organizes, coordinates and maintains records for the District's records retention program and performs clerical duties in support of District staff when related to record retention; performs related work as assigned.

CLASS CHARACTERISTICS

In this single position class the emphasis is on implementation of the District's records retention program. Responsibilities include daily collection of documents from each department to be entered into record retention, entering these records into record retention, maintaining required logs and processing the records in the required manner after retention. Duties are typically performed with a degree of independence and require moderate supervision.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Complies with all District policies and procedures. (a b c d g h i k)

Operates document imaging equipment and computers to establish and maintain program databases and indexes and to track and retrieve records. (a c d e g h i k)

Works with department representatives to facilitate record retention and ensure program compliance. (a b c d g h i k)

Assists in training office personnel in the retrieval of stored data. (a b c d g h i k)

Maintains an organized, documented record retention process. (a b c d g h i k)

Reviews finished materials for completeness, accuracy, format and correct spelling and English usage. (a f g h i j l o p q r)

Organizes own work, maintains critical deadlines and coordinates activities with those of other District units to assure completion of the work. (All)

Provides assistance to other divisions/units as necessary; assists and/or directs others in the performance of related tasks. (a b h i j p)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- c. Understand and carry out written and oral instructions.
- d. Perform detailed clerical work accurately.
- e. Enter data for computer processing with speed and accuracy.
- f. Perform accurate arithmetic calculations.
- g. Operate standard office equipment including a centralized telephone system, computer terminal, typewriter and adding machine.
- h. Establish and maintain effective working relationships with those contacted in the course of the work.
- i. Work independently.
- j. File alphabetically and numerically and maintain accurate files.
- k. Type accurately at an acceptable rate of speed.
- l. Compile and maintain records and files.
- m. Maintain confidentiality of records and information.
- n. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combination includes equivalent to graduation from high school, computer knowledge and skilled file clerk experience is highly desirable.

Knowledge and Skill Levels

Working knowledge of the techniques of dealing with people; standard office practices and procedures; skill in the operation of a variety of office equipment; proper business English, including spelling, punctuation and grammar; basic mathematics; basic data processing principles and the use of personal computers.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management and co-workers in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 10 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate office equipment.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

FLSA / NON-EXEMPT
Range 27

1300 Admin/job description/reviewed 06/04