

**SENIOR RECORDS CLERK****DEFINITION**

Under direct supervision performs specialized clerical work in classifying, indexing and filing of records; administers data management and archiving activities; and provides research assistance as necessary.

**SUPERVISION RECEIVED/EXERCISED**

Receives direct supervision from a Supervisor or designee. This class does not exercise supervision. May provide lead direction.

**DISTINGUISHING CHARACTERISTICS**

The Senior Records Clerk class is responsible for establishing filing system procedures including classifying, indexing, and filing of a variety of records, ordinances, resolutions, contracts, plans, specifications, and other documents. This class is distinguished from the Senior Administrative Clerk by its specialization in records management.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Maintains a document index system; indexes and cross references records; stores, locates and retrieves documents.

Administers the guidelines for storage of active and inactive documents/records.

Scans, inputs and maintains an electronic document management system (EDMS). Participates in the implementation of paper file and microfilm inventory and storage, implements conversion to EDMS, develops quality control procedures; and dispose of or retain records.

Works with staff to identify and categorize sources and types of documents.

Maintains data quality and inventory control.

Sorts, classifies and codes material for processing into the active records system.

Creates, updates and maintains databases.

Locates, gathers, and compiles information for staff and responds to Public Records Act requests.

Participates in audits as needed.

Makes recommendations in the development and administration of a program budget;

develops budget requests for additional needed equipment.

May provide training and lead direction.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Electronic document management systems.  
Index system development.

Document coding principles.

Modern office practices and procedures.

Business English, spelling and arithmetic.

Complex record keeping principles.

Database software such as Excel and Access.

#### **Skill to:**

Operate office equipment, a computer and a variety of word processing and software applications.

Manage multiple tasks and deadlines.

Safely operate motor vehicle.

#### **Ability to:**

Develop, analyze and evaluate record keeping systems.

Interpret and explain record management systems policies and procedures.

Adhere to all policies, procedures, and Compliance regulations.

Communicate effectively, both orally and in writing.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Lift and move boxes up to 30lbs.

**MINIMUM QUALIFICATIONS**

Possession of a High School Diploma or equivalent GED completion and three (3) years of increasingly responsible experience in record and/or document management to include filing, classifying and maintaining records.

**Special Requirement:**

Possession of a valid California Class "C" Driver's License will be required at time of appointment.

APPROVED: (Signature on File)  
Director of Personnel

DATE: 04/16/19

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