



JOB DESCRIPTION

JOB TITLE:	Records Administrator	FLSA:	Non-Exempt
DEPARTMENT:	Recorder	GRADE:	A4
REPORTS TO:	Recorder	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for maintaining records warehousing facilities, receive, index, retrieve and destruction of records in accordance with applicable laws, codes and regulations; preservation of historical archival records; department webpage administrator.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Maintains records warehousing facilities; performs records receipt, indexing, filing/storage, retrieval and disposal; monitors facility environmental conditions and space availability; addresses warehouse problems/issues as needed.
- Ensures proper provision of storage and security for historical archival records.
- Maintains schedules for scanning, microfilming and destruction of records in accordance with applicable laws, codes, and regulations.
- Ensures that all the film delivered by contractor is accurate and redacted; properly stores as required.
- Compiles operational, budget and other statistical data and information, maintains various records and prepares periodic and special reports.
- Performs recordation duties as required; balances daily recording reports, scans documents, indexes information from documents; proofs and reviews recorded documents; sends deposits to Treasurer's Office; audits check receipts and adds to binder of monthly receipts
- Keeps current on new and emerging records management information, technology, regulations and laws.
- Serves as the department's webpage administrator; updates existing pages; creates new pages and functionalities.
- Performs a variety of general office support duties such as filing, answering telephone inquiries, typing correspondence, opening, handling, and distributing mail; and reproducing copies of various documents, including parcel maps.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



RECORDS ADMINISTRATOR

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Diploma/GED; AND two (2) years of experience in records management experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Codes, policies and procedures regarding the recordation and storage of legal documents.
- Computer applications related to the work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Financial record keeping and accounting principles and terminology.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Interpreting, applying and explaining applicable codes and regulations.
- Using initiative and independent judgment within established procedural guidelines.
- Performing records management duties.
- Organizing, maintaining and researching departmental files.
- Performing accurate arithmetic calculations.
- Reviewing detailed documents for completeness, accuracy and compliance with regulations.
- Using computer hardware and software.
- Organizing and prioritizing work and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None



RECORDS ADMINISTRATOR

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment, strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; agility to climb and descend ladders.

Work is subject to performance under exposure to chemicals, gasses, dust, fumes and noxious odors.