

Title: Archives Records Clerk
Department: Administration
Division/Office: County Administrator's Office



Grade 2108; Hourly position; Category: Classified; Job Code: ARC; Rev.:07/01/2021

General Description

The purpose of this position is to perform specialized duties to maintain, preserve, and inventory County records and provides general administrative support.

This position works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Coordinates and manages the preservation and protection of County records; sorts, groups and catalogs active and inactive records; ensures the proper labeling of storage boxes for efficient retrieval.
- Maintains a detailed inventory/index of all active and inactive records; ensures the inventoried records are entered into a computerized index.
- Reviews, recommends, and revises processes and procedures under the direction.
- Manages County records retention processes; monitors all record requests and checks records in and out of the record center; develops and maintains descriptions of all archived inventory of records; reviews archived materials to determine preservation and storage methods and access procedures.
- Participates in the implementation and maintenance of policies and procedures for the updating of County records retention schedules; ensures compliance with state and federal requirements.
- Maintains a database for the tracking of department records.
- Assists County employees locate records and serves as liaison to all departments on records management policies and procedures.
- Provides general administrative support.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by two (2) years of records management or clerical experience or any equivalent combination of education, training, and experience.

Additional Requirements:

Some knowledge of office terminology, procedures, and equipment; some knowledge of basic arithmetic and English; ability to understand and follow oral and written instructions; ability to write legibly; clerical aptitude; willingness and ability to adapt to new office procedures as required, including computerized office procedures; working knowledge of personal computers and pertinent office applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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Americans with Disabilities Act Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires crawling, reaching, pushing, fingering, grasping, handling, and repetitive motions; voice communications is required for expression or exchanging ideals by means of spoken work levels, and to receive detailed information through oral communications and/or to make fine distinction in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of a measuring devices, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement