

CITY OF GREENACRES

POSITION DESCRIPTION

Position Title: Records Clerk	Job Code No.: 9069
Department: As assigned	Classification: Non Exempt
Full-Time <input type="checkbox"/> or Part-Time <input checked="" type="checkbox"/> (check one)	Hours/wk or Shift: 20
Reports to: As assigned	Effective Date: 09/09/10
Directly supervises: N/A	Revised:

Position Summary: Responsible for the scanning and maintenance of departmental records pertaining to City, State and Federal rules and regulations.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all inclusive and will vary with assignments.)

- Prepares and maintains various records and reports; processes, sorts, enters, checks for accuracy and files various reports and other documents in accordance with established procedures.
- Assembles materials for case files.
- Composes and/or types letters in response to routine inquiries.
- Accepts, logs, and distributes court subpoenas.
- Responds to telephone and written inquiries and furnishes requested information according to established procedures.
- Scans documents and maintains general files.
- Performs other duties as assigned.

Knowledge, Skills and Abilities Requirements:

- Knowledge of:
 - State of Florida records management regulations.
 - Office terminology, methods, practices and procedures.
 - Customer Service procedures.
- Ability to:
 - Acquire and utilize knowledge of Department rules, regulations and procedures.
 - Express self clearly and concisely, orally, and in writing.
 - Maintain clear, concise, and accurate records.
 - Establish and maintain effective working relationships with co-workers, other city departments, peers, vendors and general public.
 - Support the City's Mission, Values, and Goals.

Education and Experience Requirements:

- Graduation from an accredited high school or possession of a State issued G.E.D. certificate or equivalent.

- One (1) year of clerical experience in a general business setting.
- Typing speed of 30 WPM.

Physical Requirements/Working Conditions:

- No unusual physical requirements are inherent in this position.
- Primary working conditions are typical for an indoor/office environment.

Tools and Equipment Used:

- Computer/Printer
 - Telephones/fax machines
 - Photocopiers
 - Scanner
 - Calculator
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The position description does not constitute an employment agreement, and is subject to change by the employer or the needs of the employer and requirements of the job change.

Approved by: _____ Date: _____
City Manager