

CITY OF GLENDALE

TITLE: Records Management Assistant CLASS CODE: 177

REPORTS TO: Records Supervisor GRADE: 15

DEPARTMENT: City Clerk FLSA: N

JOB DESCRIPTION DATE: September 14, 2006 cm

JOB SUMMARY

Performs highly responsible skilled technical work involving indexing, filing, retrieving, imaging, and storing records for both a computerized central records system and paper storage system to ensure that all city records are maintained according to legal and fiscal requirements of the city, federal, state and municipal law. Work is performed independently under the general direction of the Records Supervisor.

ESSENTIAL FUNCTIONS

1. Directly assists in administering and coordinating the citywide records management program to ensure compliance with state statutes. Leads staff in managing and maintaining City Wide Record Center.
2. Leads staff and participates in posting of council agenda and packet to the Internet; performs quality control of Internet postings, including linking, security and correctness of documents posted.
3. Analyzes, codes, records, labels, files and retrieves active official City records and documents received and or generated by City departments.
4. Responsible for completion of Ordinance, Resolution and Minute records management in accordance with city code, and applicable laws.
5. Serves as Chief Agent for Glendale Passport Acceptance program, following set standards, and procedures to comply with federal passport laws and processes, updates and changes.
6. Evaluates the subject matter of documents to ensure accurate indexing for the records imaging system; maintains functional filing system.
7. Scans, edits and indexes legislative city documents into the City's imaging system and records database. Responsible for city functional filing system and manual.
8. Prepares and implements archival retention program. Analyzes documents to be microfilmed; evaluates the type of microfilm needed; prepares records, performs and coordinates film development, inspection and quality control.
9. Principally responsible for first-level quality control and accuracy of records stored in system, ensuring accuracy and conformance to accepted standards and quality for the records imaging system.
10. Maintains and manages microfilm index database. Accountable for accuracy and completeness. Lead Assistant in maintenance of records storage database.
11. Modifies operational manual and office guidelines to improve operations, decrease turnaround times, streamline work processes, and envisioning timely, quality customer service.
12. Instructs Records personnel in indexing methods of optical imaging system.
13. Trains department personnel, volunteers and temporary employees on the imaging system hardware and software and the operation of microfilm reader and writer.
14. Contributes to developing standards and procedures relating to the operation of the imaging programs.
15. Performs research through codebooks and stored documents in any and all formats for internal and external customers.
16. Conducts research and compiles data to prepare monthly, annual and special reports.
17. Processes records requests for both internal and external customers.
18. Prepares identified records for public Internet access and system-wide quality control.
19. Manages deeds and easements files, prepare legal documentation for acceptance.
20. Oversees and manage day-to-day office administration including supplies and equipment maintenance and repair. May manage Records Center in absence of supervisor.

SECONDARY FUNCTIONS

21. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Legal documents and official records maintained by a city
Municipal department structure and organization
Procedures for security of documents and quality control processes for Internet posting
Federal, state and municipal regulations, guidelines, principles and practices of records management; databases, optical imaging and micrographics applications and processes
Principles and practices of public administration
City software and related peripherals, utilize word processing and other standard and specialized office equipment including Windows and Web based applications
Correct English usage, including spelling, grammar and punctuation
City programs, organization, operations, rules, policies and procedures

Skill in:

Operating a variety of standard and specialized office equipment, computer operation and applicable software
Analyzing, classifying, indexing and cross-indexing a large variety of detailed records
Interpreting and making decisions in accordance with laws, regulations and established practices

Ability to:

Proofread legal documents for completion and correctness
Determine the type of record received, retention requirements and application required
Operate city software and related peripherals, utilize word processing and other standard office equipment; utilize specialized office equipment
Communicate effectively, and provide clear explanations and answers, both orally and in writing
Establish and maintain effective working relationships with city staff, departmental clients, high-level public officials, City Council members and the general public

WORKING CONDITIONS

Office setting and records storage vaults. Occasional site visits to off-site storage, involving exposure to dirt and dust. Frequently moving and lifting up to 30 pounds.

MINIMUM QUALIFICATIONS

Two years of college level course work in office management, business, information management, or a related field and three years of experience in a large centralized office, including at least two years of experience working with a computerized indexing system and experience in proofreading and editing legal documents.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Possession of a valid Arizona driver's license
Ability to become a Notary Public within six months of date of hire
Ability to move heavy objects such as pieces of equipment or boxes weighing 30 pounds or more short distances (20 feet or less)
During elections and other special projects, this position will be required to work some evenings