Bargaining Unit:

FLSA:

Position Number:

01 Covered 06604/06605

RECORDS CLERK I/II

DEFINITION

Under general supervision, to learn the policies and procedures of the Support Services Department; to operate document imaging equipment and index documents for official records; to serve as a receptionist, receiving City visitors at a public counter, answering inquiries and providing information; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Records Clerk I is the entry and first working level in the Records Clerk class series. Incumbents learn and perform a variety of office support, document processing and public information duties. The Records Clerk I is distinguished from the Records Clerk II by the fact that the Records Clerk I performs many assignments in a training and learning capacity. The Records Clerk II is the senior level class in the series and is expected to perform their routine duties with more independence than Records Clerk I.

REPORTS TO

Assistant City Clerk; Director of Support Services

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

The Records Clerk I is the entry level classification of the series and will initially perform assignments under close supervision in a training and learning capacity.

Performs a variety of document processing, office support, and public information responsibilities in the Support Services Department; delivers and picks up a variety of documents and objects as needed; operates document imaging equipment, preparing long term document storage media; codes documents and establishes index records for document retrieval; takes monthly readings on photocopy equipment and prepares usage reports for City departments; Copies and distributes City Council Agenda and weekly Council Information packet; prepares City Council Chambers for City Council meetings and set up conference rooms for meetings as required; performs a variety of back-up assignments for the City Clerk Staff; assists with gathering material and documents for inclusion with City Council agenda packets; receives visitors at a public counter; answering a variety of inquiries regarding the functions, services, and policies of the City.

The Records Clerk II is the more experienced classification in the series. In addition to the requirements for Records Clerk I incumbents will be responsible for more complex document processing responsibilities including, but not limited to, contract processing insuring

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

compliance with insurance and bond requirements; responsible for the release of bonds, deeds of trust and other documents maintained by the City Clerk's office. Preparation of correspondence to vendors regarding status of agreements and insurance reminders; respond to and assist with research requests by the public and other City departments; prepares Support Services Department monthly report.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Records Clerk I

Operation and basic maintenance of document imaging and duplicating equipment. Modern office methods, procedures, and equipment.

Correct English usage, spelling, grammar, and punctuation.

Records Clerk II

In addition to the requirements for Records Clerk I, must have knowledge of:

Procedures and policies of the Support Services Department.

Functions and organization of municipal government.

Operation and basic maintenance of document imaging and duplicating equipment.

Records indexing systems used by the City.

Modern office methods, procedures, and equipment.

Ability to:

Learn and perform a wide scope of records development and maintenance assignments in the Support Services Department.

Assist with the efficient and lawful maintenance of City documents and records.

Operate document imaging and duplicating equipment.

Effectively represent the Support Services and City functions and policies in contacts with other City staff, the public, and other government agencies.

Establish and maintain cooperative working relationships.

Skillfully use a variety of City computer software and special software applications.

Attend after hours meetings.

Operate personal computer with standard programming.

Operate an automobile.

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DESIRABLE QUALIFICATIONS (continued)

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Records Clerk I

Graduation from high school or equivalent and two years of responsible work experience in performing a wide variety of office support, filing, and office equipment operation work.

Records Clerk II

In addition to the requirements for a Records Clerk I, must have one year of responsible work experience in performing a wide variety of document preservation, filing, and maintenance work comparable to a Records Clerk I with the City of Merced.

Special Requirements:

Possession of a valid California driver's license, issued by the Department of Motor Vehicles

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

| APPROVED | If mul | DATE | 16/07 |
|----------|------------------------------|------|-------|
| | Chairperson, Personnel Board | | |