JOB DESCRIPTION

Records Management Assistant

Date Prepared: March 2014 Class Code: 1320

SUMMARY: Under basic supervision, maintains a variety of City records, filing, and imaging systems; follows records management policies and procedures, including accuracy and security standards.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepares and verifies documents for scanning in accordance with established procedures; duties may vary according to job assignment.
- Analyzes and sorts documents into proper subject matter sequence; scans and indexes documents.
- Maintains filing systems, and performs clerical support duties as assigned.
- Responds to customer service requests within scope of authority.
- Develops and types letters and memoranda accurately; produces final copy which is neat and prepared to the appropriate format.
- Receives records, assigns and in conjunction with the City Attorney, responds to public records requests.
- Disseminates and processes actions passed by City Council, drafts correspondence and other documents as needed and requests recordation of documents by the county.
- Assist as custodian of City records and in the management of the official records of the City; works independently and makes appropriate decisions based on knowledge of City policies; performs duties within scope of authority.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:
High School Diploma or GED equivalent; AND one year of clerical and computer experience.

Knowledge of:
- City policies and procedures.
- Basic principles of record keeping and records management.
- Modern office equipment, including computers, printers, and scanners.

Skill in:
- Performing work with accuracy and attention to detail.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:
A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
Work is performed in a standard office environment.