



Title: City Clerk Specialist I - Records Management

FLSA STATUS: Non-Exempt under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy City Clerk.
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Six to twelve months of education beyond high school/some college
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Experience working in a City Clerk's Office.

JOB SUMMARY

The purpose of this position is to provide administrative and technical records management support. Incumbents preserve and maintain City records, including offsite records management; scans, indexes, and retrieves records; enters data; compiles and composes data reports; reviews and evaluates retention schedules; updates information and forms; responds to questions and concerns; may act as a functional or technical lead to administrative staff. May prepare City Council and Subcommittee agendas, packets, and minutes; attend meetings; process contracts; process records requests; provide notary services, prepare web postings, and provide ancillary citizen services.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

| # | Essential Functions |
|---|--|
| 1 | Manages city records by evaluating retention, archival and disposition of records; determines and implements retention requirements; communicates requirements to other departments; maintains records databases by searching and editing data and tracking records. |
| 2 | Administers records management program by updating and maintaining all forms and materials; develops best practices; responds to questions and inquiries; develops and administers applicable training programs; and ensures compliance with all local, state, and federal regulations. This classification routinely coordinates with citywide departments at all levels. |
| 3 | Develops electronic document management system indexing standards and provides a lead role in cleaning up existing City records. |
| 4 | Provides customer service by handling requests, researching data, and archiving records. |
| 5 | Provides administrative support by acting as a liaison for information technology issues, assisting with updating policies and procedures, preparing reports, writing newsletters and completing related clerical tasks. |
| 6 | Assists with budget preparation by assessing program requests and reviewing expenditures. |



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

| Physical strength for this position is indicated below with "X" The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | | | |
|--|---|--|---|---|--|
| Sedentary | X | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| Work Environment for this position is indicated below with "X" The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | | |
|---|---|---|--|--|
| Office | X | Outdoors | Vehicle | Office and Field/ Plant/ Warehouse |
| Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions. | | Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration. | Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel. | The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, typewriters, printers, scanners, copy / fax machine, calculator, label printer, date stamp, and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.