



## Title: Records Assistant

FLSA Status: Non-Exempt

### BRIEF DESCRIPTION:

The purpose of this position is to provide administrative records management support. This is accomplished by processing records requests, processing contracts, preserving and maintaining City records, including offsite records management; scanning, indexing and retrieving records; entering data; compiling and composing data reports; updating information and forms; responding to questions and concerns; and providing ancillary citizen services. Other duties may include notary services; web posting; and completing related tasks as assigned.

### 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. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary   | (L) Light   | (M) Medium  | (H) Heavy   | (V) 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. |

| # | Code | Essential Functions  |
|---|------|--|
| 1 | S    | Manages citywide public records requests by fulfilling requests for internal and external customers by evaluating, researching, retrieving, and releasing records in accordance with processes outlined by the City Clerk's Office. This classification routinely coordinates with citywide departments at all levels.   |
| 2 | S    | Processes contracts by assigning contract or contract amendment numbers, tracking and routing contracts for signature.   |
| 3 | M    | Collects, reviews, scans, indexes and archives records in accordance with departmental processes and legislative requirements for document management and retention purposes.  |
| 4 | S    | Provides first line customer service to internal and external customers, greets, receives, screens and refers visitors and customers and operates a multi-line telephone; assists customers at a public counter and/or by telephone; provides general information; responds to routine-to-moderately difficult inquiries and requests or complaints from customers and the public; refers complex inquiries and requests or complaints to appropriate staff. Accepts election-related filings including campaign finance reports, financial disclosure statements, arguments, statements of organization/threshold exemption statements. |



|   |   |   |
|---|---|---|
| 5 | S | Creates basic spreadsheets, reports, databases and presentations. Gathers and compiles data for reports. Interprets routine data, recognizes common irregularities and reports these to the supervisor. Verifies and audits information to ensure data input in systems and databases is accurate, reviews discrepancies as needed. Tracks the status of projects and documents in various databases, which may include tracking progress, expenses, contracts, warranties, invoices, purchase orders or requisitions.              |
| 5 | S | Generates a variety of routine and non-routine documents, which may include: reports, flyers and/or marketing materials, templates, surveys, letters, memos, notices, forms, agendas, Council communications, schedules, and/or other related materials. Information for documents may be sensitive in nature and include personnel or employee-labor relations data. Assists in developing and preparing manuals and other resource documents. Issues, receives and types various applications, reimbursements, permits and forms. |
| 6 | S | Picks up, sorts, copies and distributes a variety of correspondence, deliveries, and mail; opens, logs and routes office mail; stuffs, sorts and prepares outgoing mail and documents for pickup; retrieves, delivers and sends faxes.  |
| 7 | S | Maintains, monitors, and assists with supplies and inventories, which may include ordering, stocking, and distributing of supplies.   |
| 8 | S | Assists with special assignments, projects, meetings, and/or events through coordination and administration. Provides administrative training to staff as needed.   |



**JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.   |
| Experience                                | Over one year up to and including three years experience.   |
| Supervision                               | Job has no responsibility for the direction or supervision of others.   |
| Human Collaboration Skills                | Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.          |
| Freedom to Act                            | The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.  |
| Technical Skills                          | Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.  |
| Budget Responsibility                     | Position has <b>moderate fiscal responsibility</b> . May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.  |
| Reading                                   | Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.   |
| Math                                      | Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.                                 |
| Writing                                   | Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements        | None  |



**OVERALL PHYSICAL STRENGTH DEMANDS:**

| -Physical strength for this position is indicated below with "X"-                               |  |   |   |  |
|---|--|---|---|--|
| Sedentary   | Light  | Medium  | X<br>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. |

**PHYSICAL DEMANDS:**

| C<br>Continuously<br><small>2/3 or more of the time.</small> | F<br>Frequently<br><small>From 1/3 to 2/3 of the time.</small> | O<br>Occasionally<br><small>Up to 1/3 of the time.</small> | R<br>Rarely<br><small>Less than 1 hour per week.</small> | N<br>Never<br><small>Never occurs.</small> |
|--|--|--|--|--|
|--|--|--|--|--|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand-                  | -Frequency- | -Brief Description-   |
|------------------------------------|-------------|---|
| Standing                           | O           | Communicating with co-workers                                       |
| Sitting                            | C           | Desk work, meetings, driving  |
| Walking                            | F           | To other departments/offices, around work site                      |
| Lifting                            | O           | Supplies, files   |
| Carrying                           | F           | Supplies, files   |
| Pushing/Pulling                    | O           | File drawers, carts   |
| Reaching                           | F           | For supplies, for files   |
| Handling                           | C           | Paperwork, monies   |
| Fine Dexterity                     | C           | Computer keyboard, telephone keypad, calculator                     |
| Kneeling                           | O           | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crouching                          | O           | Filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling                           | R           | Under equipment   |
| Bending                            | O           | Filing in lower drawers, retrieving items from lower shelves/ground |
| Twisting                           | F           | From computer to telephone, getting inside vehicle                  |
| Climbing                           | O           | Stairs  |
| Balancing                          | R           | On step stools  |
| Vision                             | C           | Reading, computer screen, driving                                   |
| Hearing                            | C           | Communicating via telephone/radio, to co-workers/public             |
| Talking                            | F           | Communicating via telephone/radio, to co-workers/public             |
| Foot Controls                      | F           | Driving, operating dictaphone                                       |
| Other<br>(specified if applicable) |             |   |



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers and related software, camera

**ENVIRONMENTAL FACTORS:**

|                          |                        |                          |                    |                   |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| <b>C</b><br>Continuously | <b>F</b><br>Frequently | <b>O</b><br>Occasionally | <b>R</b><br>Rarely | <b>N</b><br>Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

|                   |  |   |                        |                   |
|-------------------|--|---|------------------------|-------------------|
| <b>D</b><br>Daily | <b>W</b><br>Several<br>Times Per<br>Week | <b>M</b><br>Several<br>Times Per<br>Month | <b>S</b><br>Seasonally | <b>N</b><br>Never |
|-------------------|--|---|------------------------|-------------------|

| <b>-Health and Safety Factors-</b> |   |
|------------------------------------|---|
| Mechanical Hazards                 | N |
| Chemical Hazards                   | N |
| Electrical Hazards                 | N |
| Fire Hazards                       | N |
| Explosives                         | N |
| Communicable Diseases              | N |
| Physical Danger or Abuse           | N |
| Other (see 1 below)                | N |

| <b>-Environmental Factors-</b> |   |
|--------------------------------|---|
| Respiratory Hazards            | N |
| Extreme Temperatures           | N |
| Noise and Vibration            | N |
| Wetness/Humidity               | N |
| Physical Hazards               | N |

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

|   |   |   |                                   |
|---|---|---|-----------------------------------|
| <b>F</b><br>Frequently<br>From 1/3 to 2/3 of the time | <b>O</b><br>Occasionally<br>Up to 1/3 of the time | <b>R</b><br>Rarely<br>Less than 1 hour per week | <b>N</b><br>Never<br>Never occurs |
|---|---|---|-----------------------------------|

| <b>-Description of Non-Physical Demands-</b>  | <b>-Frequency-</b> |
|---|--------------------|
| Time Pressure                                 | F                  |
| Emergency Situation                           | R                  |
| Frequent Change of Tasks                      | F                  |
| Irregular Work Schedule/Overtime              | R                  |
| Performing Multiple Tasks Simultaneously      | F                  |
| Working Closely with Others as Part of a Team | F                  |
| Tedious or Exacting Work                      | O                  |
| Noisy/Distracting Environment                 | O                  |
| Other (see 2 below)                           | N                  |

(2) N/A

**PRIMARY WORK LOCATION:**

|                                |   |                     |  |
|--------------------------------|---|---------------------|--|
| Office Environment             | X | Vehicle             |  |
| Warehouse                      |   | Outdoors            |  |
| Shop                           |   | Other (see 3 below) |  |
| Recreation/Neighborhood Center |   |                     |  |

(3)N/A