

CITY OF RIALTO

CITY CLERK RECORDS SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, the City Clerk Records Specialist plans, directs, and oversees the development, implementation, and maintenance of the City's comprehensive records and information management program and filing system; coordinate records management activities for the City Clerk's Office; provide public access to records in accordance with state laws; and to perform a variety of administrative duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy City Clerk..

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Performs a variety of technical and administrative duties in support of the City's central records maintenance and retrieval programs; receives requests from citizens and City personnel for assistance on imaging systems and Internet services; provides notary services.
2. Manages the Citywide centralized records management program; implements and ensures compliance with policies and procedures related to the creation, receipt, classification, maintenance and storage, destruction and disposal of all records, documents and related information.
3. Coordinates the use and maintenance of the City's document imaging system; prepares documents for scanning; examines scanned documents for quality; duplicates as needed; contacts vendors as needed.
4. Coordinates records management and document retrieval activities; develops effective filing and record keeping methods.
5. Maintains the City's Public Records Webpage; coordinates materials to be placed on the webpage; ensures programming and linking services are obtained; updates as needed.
6. Develops policies and procedures for records management services; develops related forms and documents; updates policy manual as needed.

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Provides assistance to City staff regarding records management and document retrieval; ensure department services are provided with exceptional customer service and the highest level of ethical standards.

7. Prepares correspondence and documents including letters, memoranda, reports and summaries; reviews for accuracy and compliance with City standards and format.
8. Coordinates the destruction of unneeded records according to established City Records Management policy; inventories and reviews records and documentation on a periodic basis; updates and verifies the records retention schedule.
9. Coordinates the operations of the central records repository; maintains related database.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a centralized document system.

Records maintenance and retrieval, equipment and operations.

Operations, services and activities of a municipal records management program.

Official and original records and documents organization, maintenance and system policies, procedures and techniques.

Document scanning technology and system software.

Advances principles and procedures of filing and record keeping.

Terminology and procedures related to webpage maintenance.

Recent developments, legislation, current literature and information related to records management.

Modern office equipment including computers and supporting word processing and spreadsheet applications.

Proper English usage, grammar, punctuation and spelling.

Pertinent Federal, State and local laws, codes, ordinances and regulations including the Public Records Act.

Ability to:

Coordinate and direct records management programs.

Coordinate records webpage activities.

Prepare clear and concise documents.

Prepare documents for scanning and retention.

Type at a speed necessary for successful job performance.

Interpret, explain, and apply related laws, ordinances, City policies and procedures.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

Meet the public in situations requiring diplomacy and tact.

Establish and maintain effective and cooperative working relationships with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Two years of municipal records management or information systems program support experience. Hands-On experience with managing OnBase (records management) and OneMeeting (agenda management) programs is highly desirable. Public Agency experience is highly desirable.

Training:

High school diploma or equivalent supplemented by college-level course work in computer science, records management or a related field.

Licenses and Certifications:

Possession of, and ability to maintain, a valid California driver's license. Possession of, or ability to obtain within two years of appointment, a Certified Records Manager Credential offered by the Institute of Certified Records Managers. Possess or obtain ARMA Education and Certificate Programs. Posses or ability to obtain within 2 years a CA Notary Commission.

WORKING CONDITIONS

Environmental Conditions:

Work is performed primarily in a standard office setting with some travel to different sites; some exposure to dust and debris from old paper documents; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight in relation to central records repository; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

SUPPLEMENTAL INFORMATION

Application Procedure:

A City application form and supplemental questionnaire (if applicable) MUST be submitted and received by the closing date. Please apply online at www.yourrialto.com. All other employment

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inquiries can be directed to The City of Rialto, Human Resources Department. 246 S. Willow, Rialto, CA 92376. Telephone: (909) 820-2540.

Selection Process:

Candidates must clearly demonstrate through their application material that they meet the employment standards outlined above. All properly completed applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. Examinations for the positions may consist of any combination of written, performance, and oral exams to evaluate the applicant's skills, training, and experience for the position. Successful applicants will be placed on an eligibility list. The City may also merge lists. The selected candidate(s) must successfully complete pre-employment clearances which may include a physical, drug screen, and fingerprinting.

Veterans Preference Credit Eligibility:

Veterans of the armed forces, who have been discharged or released from active duty under conditions other than dishonorable (Government Code: 18540.4), shall receive an additional five (5) points to their final examination score for ranking purposes only. This preference will apply only to the first appointment to any regular full-time City appointment. A copy of your valid DD214 must be submitted on or before the final filing date in order to be eligible for Veterans Preference Credit. For more information, please see the City's Veteran's Preference Policy.

E-Verify:

The City of Rialto is an E-Verify employer. E-Verify is an internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of newly hired employees in the United States.