

Records Management Assistant



Position Description

Status

Full-Time, Nonexempt

Compensation

A12

Bargaining Unit

Non-bargaining

Summary

Participates in the creation, storage, and maintenance of Allegan County's records including document imaging, microfilm, electronic files, etc.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Responsible for performing the various steps of the creation, storage, and maintenance of Allegan County's records including document imaging, micrographics, electronic files, etc. This includes the conversion of records from one form of media to another (i.e. paper to electronic, electronic to microfilm, etc.).
2. Develops project plans outlining specific details and statistics for Records related projects. Upon the approval of the plan by the Information Technology Manager, provides the day to day coordination of each project ensuring that the project remains on-schedule and is completed according to the plan.
3. Ensures the quality, accuracy, and integrity of records stored in the Records Imaging System or processed in general by Records Management.
4. Analyze, classify, and index the subject matter of documents to ensure accurate storage and retrieval for all record in the Electronic Records Management System.
5. Preparing documents to be scanned into digital format. This includes, pulling staples, removing sticky notes and placing them on another sheet of paper, unfolding bent corners, taping down small pieces of paper/receipts and counting the papers so when scanning the pages, the count can be double checked.
6. Follows records retention guidelines approved by the Michigan State Archives Records Commission. Assists the transfer of such records to the archives, in consultation with departmental staff. Coordinates document destruction.

Reports to

Information Technology Manager

Supervises

None

Position Category

Generalist

7. Microfilming permanent court files so the paper files can be destroyed.
8. Ensures that procedures and manuals are documented and updated as necessary.
9. Performs other administrative functions & projects as assigned.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and other locations for training purposes.

Required Education and Experience

1. High School Graduation or equivalent.
2. One (1) year of experience with clerical duties.
3. One (1) year of experience with customer service & public relations.
4. One (1) year of experience with computer software and equipment including the use of a multiple line phone system.
5. Completion of a CDIA course and certification preferred.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____