

**Job Title: Asst. Clerk – Records Retention**    **Prepared By: County Clerk**  
**Classification: Full-time**    **Prepared Date: May 25, 2015**  
**Department: Clerk**    **Approved By: Human Resources**  
**Reports To: County Clerk & Deputy**    **Approved Date: 2/3/2016**  
**Location: 525 E. Grand Ave.**    **FLSA Status: Non-Exempt**

**Job Summary:** Under direct supervision, performs a variety of records management functions. To provide information and assistance to elected officials and department heads and/or assigned staff, and the general public.

**Supervision Received and Exercised:** Receives general supervision from the County Clerk and the Deputy County Clerk.

**Essential Duties and Responsibilities:**

*Important and essential duties may include, but are not limited to, the following:*

- Receives and processes requests for records research for all County departments.
- Performs scanning of all County records within the responsibility of the County Clerk..
- Researches information required for retrieval, tracking and retention/destruction of records according to State Archives regulations.
- Provide support with the conduction of elections and assist voters in locating polling locations and provides general election related information.
- Issue, scan, transmit and provide certified copies of Marriage Licenses.
- Adhere to safe work practices and procedures.
- Perform other duties as assigned or required.

**Qualifications/Requirements:**

- Knowledge of records management activities, processes, and standards.
- Knowledge of laws/regulations pertaining to record retention and destruction.
- Knowledge of records management information systems, tools, equipment and supplies.
- Knowledge of microfilming, imaging, and records/information storage processes.
  
- Skills in performing various records management functions and activities.
- Skill in coordinating records retrieval, transfer, retention and destruction.
- Skill in ensuring the security, protection and access of government records.

**Education/Training/Experience:**

- High School Diploma or equivalent preferred and one year office/clerical experience, or equivalent combination of education, training and experience.
- Must be Bondable.