



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Records Clerk	LAST UPDATED:	11/20/2015
DEPARTMENT:	Development Services	JOB CLASS:	
REPORTS TO:	Senior Administrative Assistant	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Senior Administrative Assistant the Records Clerk is responsible for completing Public Information Requests for the Development Services Department in accordance with the Texas Public Information Act. Performs clerical duties including new file preparation, filing, imaging and indexing department records.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Provides response to requests for Development Services department's paper, digital and audio records within the time period mandated by the Texas Public Information Act.
- Reviews requests for information and makes initial determination as to which requests require an opinion from the Office of the Attorney General, coordinating these requests with the Police Records Manager.
- Reviews documents for any mandatory or discretionary exceptions as defined by the Public Information Act.
- Disseminates applicable portions of received requests to City Secretary's office.
- Provides customer service to internal and external customers by researching and providing records in a timely manner.
- Implements and maintains department filing system.
- Answers general records management and retention scheduling questions, in accordance with the City Secretary's Office
- Inputs index information into appropriate databases and images records as needed.
- Coordinates Development Services record retention schedules in accordance with State established/published guidelines.
- Assists all Development Services Department Managers and Supervisors' with special projects as assigned.

Other Important Duties:

- Travels to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of customer service methods and techniques.
- Knowledge of State established guidelines for records retention.
- Knowledge of computers and related equipment, hardware and software including Microsoft Office to maintain electronic records, multiple databases and spreadsheets.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in entering, retrieving, copying, tracking and storing City records.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D. **and** one (1) year customer service experience; **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screen, criminal background and MVR check.
- Must possess valid State of Texas Driver's License.

Preference given to individuals with previous municipal experience.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to frequent standing, bending, reaching, kneeling and lifting such as retrieving or replacing records of files.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, imaging system, scanner, copier, calculator, transcription equipment, tape recorder, fax machine, other standard office equipment and department vehicles.

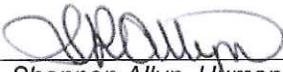
Approved By:



Amy Mathews, Planning Manager

11/30/2015

Date



Shannon Allyn, Human Resources Generalist

11/24/2015

Date