



## **RECORDS TECHNICIAN - PART TIME**

Department: **Town Clerk** Class Code: **17**  
Reports to: **Town Clerk** FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under limited supervision, provides staff support services to the Town Clerk and provides records support services to all Town departments; provides services to the public as needed.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs work duties and provides staff support to Deputy Town Clerk and Town Clerk.
- Maintains records of all business transacted by the Town Council, public bodies and other records regarding Town business; administers and coordinates records in compliance with the State Department of Library, Archives and Public Records guidelines.
- Structure and implement a town-wide records management training and evaluation program and provide assistance to records liaisons in the area of records management for the organization.
- Oversee day to day operations of the Town's records management program to ensure compliance with all applicable laws regarding archival, destruction, retrieval and storage of Town's records.
- Performs yearly refresher trainings to records liaisons.
- Prepares and maintains department policies/procedures related to records.
- Prepares reports to Federal/State/Local agencies regarding records retention, essential records and destruction reports and keeps current log of such reports.
- Prepares annual record destruction lists; coordinates/schedules annual destruction event.
- Manages the permanent records vault and records warehouse.
- Acts a primary contact for internal and external public record requests, maintains all public record requests, and keeps current log of such requests.
- Assists with the processing of agenda materials in accordance with all applicable policies and procedures.
- Performs various support activities, including document scanning, shredding, photocopying and faxing; operates presentation equipment.
- Prepares correspondence; prepares files; provides office organization.
- Performs miscellaneous data entry.
- Prepares and maintains various department documentations.
- Greets the public via phone or in-person; receives and responds to questions; directs to the appropriate staff for additional assistance.
- Maintains confidentiality regarding communication with various parties.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.

# JOB DESCRIPTION

# Records Technician

- Performs related duties as required or assigned.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

High school diploma or equivalent and one year of experience as a records technician or an equivalent combination of education, training and experience. Direct records experience within a Municipality is highly desirable, but not required.

#### Required Licenses or Certifications:

- Possession of a valid driver's license.

#### Required Knowledge of:

- Principles and practices of modern records management.
- Municipal government.
- State laws regarding open meetings, public records and records management.
- Modern office procedures, practices and equipment.
- Microsoft Office Suite skills including MS Word, Excel, PowerPoint & Outlook
- Uses and applications of personal computers and various software applications.

#### Required Ability to:

- Develop and maintain effective working relationships with Town staff, external organizations, elected officials, other public jurisdictions and the general public.
- Understand requests for various information and determine the appropriate information format.
- Perform research.
- Prepare reports, including analysis and narrative.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain strict confidentiality.

#### Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds. May operate a Town vehicle to run errands.

*Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: *Laura Kyriakakis*

DATE: 7/13/2021