



RECORDS SPECIALIST

Pay Grade: 906

FLSA Status: NE

EEO Code: 06

W/C Code: 8810

GENERAL DESCRIPTION

Highly responsible and multifaceted work in managing the City's records for indexing, filing, retention, storage, and coordination. Responsible for coordinating responses to complex or non-routine public records requests. Acts as a back up to the Records Management Liaison Officer. Work is performed under the general supervision of the City Clerk.

ESSENTIAL JOB FUNCTIONS

- Assists with maintaining and operating a records management software application involving tracking of documents, files and storage of boxes, access security, multi-location indexing, and final destruction of public records;
- Assists with maintenance and development of imaging standards and formats for public records in accordance with each records series;
- Assists in providing information and training to City departments concerning records management, use of software systems, and public records requests;
- Assists Records Management Liaison Officer with citywide document retention and destruction;
- Assists with development of internal policies and procedures;
- Identifies confidential, exempt and sensitive information in responsive documents;
- Performs and coordinates redaction of confidential, exempt, and sensitive documents;
- Corresponds with parties requesting public records;
- Prepares written cost estimates in connection with public records requests;
- Collaborates with agency personnel to ascertain the volume and nature of responsive documents;
- Oversees and manages the tracking of all dates relevant to public records requests;
- Utilizes agency software to identify, organize, and redact public records;
- Remains current on laws, rules and policy potentially impacting public records;
- Manages administrative level of online public records systems to stay apprised of system updates, staff changes and reporting metrics;
- Creates and implements workflow processes and policies for online public records system;
- Provides assistance and training of online public records system to Citywide Staff users;
- Performs other duties as assigned.
- Assists with Customer Service.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned, including City-directed work assignments in the event of a declared emergency.)

QUALIFICATIONS

Knowledge/Skills/Abilities:

- Ability to review documents for accuracy, completeness, and compliance; compile data and information for reports; compose letters and memoranda; explain policies and procedures;
- Ability to maintain effective working relationships with employees, other agencies and the public;
- Ability to communicate effectively verbally and in writing;

- Ability to work with and meet required deadlines utilizing time management;
- Ability to gather and analyze research data such as statutes, decisions, and legal articles, codes and documents;
- Ability to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and assignments;
- Ability to perform other clerical duties such as filing, answering phones and/or compiling correspondence;
- Knowledge of proper grammar, punctuation, and spelling;
- Knowledge of Public Records Law and requirements;
- Knowledge of principles and procedures of records management and public records request systems;
- Knowledge of Florida Laws, rules, and regulations concerning records retention;
- Skilled in research including Internet usage.

Education and Experience:

- High School Diploma or equivalent (GED) required;
- Associates degree from an accredited college or university with major course work in public administration or a related field is preferred;
- Three years or more work experience in public records, public records compliance, records management, or legal environment required. Experience in state or local government is preferred;
- 35 words per minute typing is required.

(A comparable amount of relevant training, education and/or experience may be substituted for the above qualifications.)

Licenses and Certifications:

- Florida Records Management Certification or have the ability to obtain Florida Records Management Certification within two years of starting employment.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

While performing the duties of this job, the employee works in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.

Work typically requires minimal exposure to one or more disagreeable conditions (i.e. irate customers, outdoors weather conditions, excessive noise, extreme heat, odors or dust).

Risk/Safety Conditions:

This position requires minimal exposure or risk to physical health and/or physical safety (e.g., exposure to environmentally hazardous material, heavy equipment, assault and battery, communicable disease, etc.)

Physical Activities:

The work is sedentary work: exerting up to 20 pounds of force occasionally and negligible amount of force constantly to move objects. Additional requirements include: balancing, climbing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

(Occasional=1-3 Hrs; Frequent=3-5 Hrs; Constant=5-8 Hrs – Per Work Day)

EMERGENCY RESPONSE STATEMENT

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

Reviewed by: [Employee Name]

Signature: _____

Date: _____

Review by HR Manager	_____
Proofread	_____
Reviewed by Risk Manager	_____
Updated in NeoGov	_____
Publish as Final	_____