

# City of Colfax Job Description

**TITLE: Records Clerk**

**REPORTS TO:** City Administrator

**GRADE: 2**

**SALARY TYPE:** Hourly

## **Position Summary:**

The Records Clerk will administer the records management program for the City. Perform front line customer service and related decision making regarding customer issues. Process a variety of accounting transactions and perform related reconciling and balancing. Perform related calculations and data entry.

## **SUPERVISION RECEIVED:**

Serves under the direction of the City Administrator.

## **SUPERVISION EXERCISED:**

None.

## **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

- Plan, direct, and administer all activities related to physical and electronic records management for the City.
- Plan, coordinate, and manage projects and processes related to the management of the city records and electronic information systems in accordance with state archival policies and procedures.
- Develop policies and procedures, and train staff to manage physical and electronic records.
- Oversee archiving efforts for all City departments. Ensure departments are following archiving policy and procedures.
- Develop policies and procedures for the collection, storage, and access to confidential records.
- Update and maintain all utility accounts. Evaluating a customer's account history, making appropriate payment arrangements and preparing shut off for delinquent accounts.
- Enter and balance payroll data including compensation and benefits.
- Administer traffic court activities.

- Receive cash and issue receipt to City Departments and customers. Balance cash collections.
- Conduct inventory.
- Assist in providing reasonable assurance that the City's assets are safeguarded against loss from unauthorized use and that transactions are executed in accordance with the Mayor and City Administrator's authorizations or City Policy.
- Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution within the bounds of policy.
- Organize and coordinate the acquisition and disposition of supplies, materials, equipment, and services by the City.
- Creates agendas and takes minutes for the Planning and Historic Preservation Commission.
- Fulfill City/Court Clerk duties in absence of City/Court Clerk
- Assist in various duties as required.

#### **MINIMUM QUALIFICATIONS:**

High School diploma or GED and college experience plus two years of records management and bookkeeping experience, customer service, and multi-tasking experience, preferably in municipal government, or any equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Writing skills, software experience, and computer literacy needed. A State of Washington Driver's License is required upon hire.

Physical requirements-should be able to lift 25 to 50 pounds; move among desks and computers; have sufficient manual dexterity to operate computers and other equipment; be able to communicate with the general public in person, by telephone, and email. Occasional travel and hours outside of the normal 8 AM to 5 PM required.

#### **KNOWLEDGE REQUIRED:**

- Design and maintenance of electronic and paper record management systems
- Processing records for all media, including audio, digital, and electronic formats
- Procedures used in implementing legal guidelines, regulations, laws, and procedures governing the confidentiality, security, and administration of records and information.
- Disclosure and non-disclosure rules concerning public records
- Basic bookkeeping, accounting principles, and practices
- Utility billing system and processes
- Payroll and cash receipt system

#### **SKILLS/ABILITIES REQUIRED**

- Advanced administration of information and electronic records management

- Evaluating and making recommendations on records management, document management, and related technologies and upgrades as necessary
- Designing and delivering customized training related to the position
- Make presentations and develop reports that include technical information
- Develop and deliver clear and concise communication
- Establish and maintain effective working relationships with employees, contractors, other agency personnel, public officials, and the general public
- Maintain confidentiality while managing critical and sensitive information, records, and reports
- Analyze and interpret data
- Organizational skills
- Word processing, spreadsheet programs, or other application software as required for position

**WORKING CONDITIONS:**

Typically work is performed in a moderately noisy office environment or in the field. Regular attendance at periodic meetings outside of normal working hours; daily operation of a motor vehicle on public roads.

**SPECIAL REQUIREMENTS:**

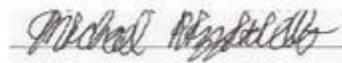
This position is classified as essential to city operations. Applicants must reside within 30 minutes of the Colfax city limits in the State of Washington upon hire.

**Classification History**

Created: 1/13/2015

Grade:2

FLSA: Non-Exempt



Mike Rizzitiello-City Administrator



G. Todd Vanek-Mayor