

CENTRAL UTAH WATER CONSERVANCY DISTRICT
Job Description
Revised: June 2018

JOB TITLE: Records Clerk
REPORTS TO: Records Manager
STATUS: Non-Exempt

JOB SUMMARY:

This position is responsible for processing records for retention by the District.

ESSENTIAL FUNCTIONS:

1. Processes incoming documents into the Document Management System, including preparing both paper and electronic documents for high quality input into the system and entering document data.
2. Knows and implements Records Department policies, procedures, and processes.
3. Performs inspection/quality control of the records they process.
4. Accurate and timely filing and retrieval of files, including maintenance of filed records.
5. Assists in retrieval, check out, and tracking of records requested by employees.
6. Maintains an inventory of records department supplies.
7. Maintains cleanliness of the Records Room.
8. Performs other tasks as assigned.

MARGINAL FUNCTIONS:

1. Assists front desk by covering breaks and lunch.
2. Performs other duties as assigned.

REQUIREMENTS:

Ability to logically organize and accurately file/interfile material.

Ability to operate/use pen, pencil, PC, software, and various equipment including mobile files, photocopy machine, etc.

Ability to perform repetitive work, to continuously perform the same work according to established procedures.

Ability to stand or sit for long periods of time (1-2 hours).

Ability to stoop, bend, reach, pull, push, and lift to retrieve files, move boxed files, etc.

Ability to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Ability to write, inscribe (by whatever means) alphanumeric codes on files, documents, correspondence, etc.

Ability to work with people; to follow management/staff instructions; respond quickly to management and staff requests and solicit information from the same; to deal with people beyond giving and receiving instructions.

Ability to review file or document contents to determine retention and file appropriately.

Ability to attend work on a consistent basis; to be punctual; to arrive to work on time; to work a complete shift with breaks and lunch within the appropriate time allotted.

Ability to exchange information with others clearly and concisely; to present facts; to communicate distinctly using correct pronunciation and variation in word order; using present, perfect, and future tenses.

Ability to adapt to situations requiring the precise attainment of set limits, tolerances, or standards; to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as record preparation or inspection.

Ability to work apart from the work group; to often work alone in the Records Center; to work in an office environment.

Ability to apply common sense understanding to carry out simple to detailed instructions.

Ability to add and subtract two-digit numbers; to multiply and divide by 10's and 100's; to perform the four basic arithmetic operations.

Ability to identify task requirements and monitor progress toward accomplishment; to plan, schedule, and assign work tasks in a non-supervisory role.

Ability to maintain relationships that facilitate task accomplishment; to cooperate and resolve conflicts; to recognize needs and be sensitive of others.

Ability to work with users and customers in a polite and courteous manner; to conduct yourself in a professional manner with regard to appearance.

Ability to follow instructions and direction from others.

Ability to maintain confidential information.

EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION:

High school diploma or equivalent plus one year of experience related to job tasks or an equivalent combination of education and experience.