

**RECORDS MANAGEMENT CLERK**

**DEFINITION**

To perform the administration and operations of the Records Management Clerk, as prescribed by the Town Council, the laws of the State of California and the Universal Building Code (UBC), and to provide assistance to the Building Permit Clerk/Technician.

**SUPERVISION RECEIVED**

Direction is provided by the Community Development Director.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES**

- Responsible for maintaining Planning, Design Review, and Building records by street address.
- Reviews, purges (extraneous materials such as duplicates, other materials not part of final approval), consolidates and prepares these (Planning, Design Review and Building) files complete with supporting documents for microfilming.
- Maintains a running log of the files sent out for microfilming and verifies their return.
- Purges, consolidates, prepares and integrates microfilming records into main archive system.
- Organizes, maintains and integrates microfilms into the systems maintained at the Town Hall and duplicates at the Police Department.
- Assists maintaining the Town's Permit Tracking System for permit applications.
- Assists the Building Official, Building Inspector and other Community Development Staff in retrieving Building Records.
- Assists in the development of an efficient records prevention, tracking and retrieval system.
- Assists the Building Permit Clerk/Technician with providing information at the counter, by telephone and through correspondence in response to routine questions regarding building ordinances and codes and building permit applications.
- Other duties as assigned by the Community Development Director.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable state and municipal laws and Universal Building Code on records retention and disposal.
- Planning, Design Review and Building Department approval and permitting processes.
- Basic and simple understanding, identification and interpretation of architectural and engineering drawings and related documents.

### **Experience and Education:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

One year of full time clerical office experience preferably in another government entity or building or planning related office environment.

#### **Education:**

Equivalent to graduation from high school or equivalent.

#### **Knowledge of:**

English usage, spelling, grammar and punctuation, modern office methods and procedures and equipment, and business letter writing

#### **Ability to:**

Effectively and accurately identify and arrange documents in sequence of events by Town department; maintain cooperative working relationships with elected officials, Town employees and the public; operate a computer system with knowledge of Microsoft applications or equivalent.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Mobility to work in a standard office setting and utilize standard office equipment including a computer; vision to read printed matter; hearing and speech to converse in person and over the telephone. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.