

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**RECORDS RETENTION**  
**SPECIALIST/ACCOUNTING ASSISTANT**

Department: Clerk/Auditor  
FLSA Designation: Non-exempt

Pay Grade: 4  
Effective Date: 7/09, 8/09

**Purpose of Class**

Performs specialized records retention duties and basic accounting duties; performs related work as required.

**Primary Function**

This primary function of this job is to coordinate, implement, maintain and update the County's records management processes and procedures. The job also works to assist the County's accounting and auditing functions. Duties may include answering phones, assisting the public, typing, data entry, coordinating records requests, issuing licenses and other general administrative and clerical accounting tasks. The work is performed under the supervision of the Comptroller, with some latitude for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment.

**Essential Duties and Responsibilities** (may vary by assignment)

- Provides assistance and direction to County employees for record management and retention; ensures policies and procedures are being followed;
- Develops and administers critical protocols to ensure public records are both accessible and protected;
- Develops, maintains and updates County records management processes to ensure long-term record retention;
- Oversees comprehensive County records retention and management system ensuring that County departments develop and carry out their records management schedules according to County ordinance, practices and procedures;
- Maintains postage balances for county departments;
- Assists Accounts Payable in processing invoices and researching invoices for departments and vendors;
- Assists in a variety of accounting/auditing projects including the tax levies, tax appeals, data entry of financial reports and documentation, and the issuing of licenses;
- Distributes mail to Courthouse departments;

- Operates standard and specialized office equipment such as computer, typewriter, copier, electric stapler, microfilm reader-printer, fax machine, palm calendar, and related equipment;
- Answers incoming phone calls, greets the public, assisting and providing referrals to other departments or staff as needed;
- Provides data entry services, faxing, typing, and filing;
- Creates and maintains County files, records and documents including administrative/State/County actions, projects and programs;
- Uses computer to research documents, obtain information or enter data;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Performs back-up duties for other positions as needed;
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- State and County code relating to records retention and management;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- English grammar, spelling, punctuation, and composition;
- Basic mathematical computations and accounting procedures;
- Current office practices and procedures;
- Customer service practices and procedures including good phone etiquette.

Ability to:

- Administer State and County archival laws, rules and regulations;
- Organize procedures manuals and instruct employees from all County departments in records management;
- Maintain important records efficiently and accurately and to prepare clear and concise reports;
- Perform basic accounting duties with accuracy and attention to detail;
- Communicate effectively both orally and in writing;
- Maintain confidentiality;
- Perform basic mathematical computations;
- Work independently and make appropriate decisions when supervision is not readily available;
- Operate a variety of standard and specialized office equipment;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials, the media, and the public;
- Operate a personal computer including software applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required; and
- Two years of general office experience requiring the use of accounting skills; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare documents and file them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time and work in an office environment.