

BANNOCK COUNTY

CLASS SPECIFICATION

DEPUTY CLERK/ARCHIVING

Department: Clerk of District Court
FLSA Designation: Non-Exempt

Pay Grade: 3
Effective Date: 10/04, 08/09

Purpose of Class

Performs general administration and records management tasks to classify, index, file, retrieve, and store records within a central records system; performs related work as required.

Primary Function

The principal function of an employee in this class is to ensure that records are appropriately, accurately, and promptly filed and stored for the efficient and expedient retrieval of information. The Deputy Clerk/Archiving works within established policies, procedures, and guidelines to maintain a wide variety of filing systems and media and provide technical management, access, and protection of a historical record database. The work is performed under the supervision of the Elected Clerk/Auditor/Recorder and the Deputy Clerk of the Court Manager. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Maintains a central records system which may include one or more filing systems, including electronic or computer systems;
- Indexes, culls, scans, microfilms, files and cross-references records according to established schedules and procedures;
- Conducts ongoing records inventory for all Court documents;
- Researches and produces records and information for department and County staff, outside agencies and the general public according to policy and procedures;
- Verifies the work of microfilming for accuracy and proper classification of microfilm;
- Maintains and updates classification indexes and computer databases;
- Meets with divisions to survey, review, and update records retention schedules;
- Processes micro graphics and imaging of records;
- Maintains and protects the integrity of Court documents in the vault and database;
- Maintains documents sent to Idaho Historical Society;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Assists in Court Records and Recorders offices as necessary;

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- County records management practices and equipment;
- Records management and retention laws, policies and procedures;
- Customer service methods, practices and procedures;
- Basic math and bookkeeping skills;
- English grammar, spelling, and punctuation.
- Current office practices and procedures;
- Operation of standard office equipment, microfilm camera, scanner and a personal computer with job-related software applications.

Ability to:

- File a large variety of detailed records and maintain computerized records database;
- Apply standards for alphabetic, numeric, and subject-matter filing with a high degree of accuracy;
- Maintain and retrieve records manually and electronically in an efficient manner;
- Operate standard office equipment, a microfilm camera, scanner and a personal computer using program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with other County employees, elected and appointed officials, supervisory personnel and the public;
- Communicate effectively both orally and in writing;
- Follow detailed written and verbal instructions;
- Work independently under the pressure of time sensitive deadlines.

Acceptable Experience and Training

- High school diploma or GED equivalency is required, preferably supplemented by coursework in records management; and
- One (1) year experience in an office setting performing general clerical duties is required, preferably including records management; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Notary Public certification is required.

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, review 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 standard and specialized office and records management equipment;
- Sufficient personal mobility, flexibility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to reach, stoop, bend and stretch in filing materials, lift boxes or files weighing up to 50 pounds, and work in a general office environment.