

City of Medical Lake



Job Description

Job Title: Records Assistant **Department:** Administrative Services

Reports To: Finance Director **Effective Date:** 7/2/2024

Compensation: \$18.65 to \$25.42 per hour

Major Function and Purpose

This is a part-time, temporary position, appointed by the Mayor. Position is project specific and will end when the City's grant sponsored Records Room Reorganization project is completed.

Job Duties and Responsibilities

Will assist the Finance Director and other Administrative Clerks with the City's Records Room Reorganization project and associated tasks. The project includes, but is not limited to:

- Reorganizing, consolidating, and labeling documents and records storage devices.
- Assisting in developing a records inventory of current records and record types. Includes data entry and utilization of Microsoft Excel.
- Assembling and moving metal shelving units.
- Transferring documents from old boxes to new state archive boxes. Will need to identify and label boxes according to State Archive records requirements and direction from staff.
- Removing, relocating, and/or disposing of contents from Records Room as directed by staff.
- Assist in organizing shelving and records to optimize usability and storage space.

Knowledge, Skills and Abilities

1. Knowledge of exacting office procedures, filing, typing, business English, business math and public relations skills normally acquired through the completion of high school and has prior administrative support experience.

3. A high degree of organizational ability and flexibility, specific to records and document management.

4. Proficiency in the use of general office equipment and intermediate computer experience.
5. Must have highly effective and positive communication skills, including the ability to transmit clear messages to the public and user departments.
6. Ability to use independent judgment and initiative in managing the priorities and responsibilities of the position and tasks assigned by others.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Temporary work desk and area is located in City Hall. The noise level in the work environment is usually quiet to moderate, with occasional interruptions of normal office machine and public counter noise. Occasionally will need to assist with records management tasks at the City's Maintenance Building and Wastewater Treatment Plant.

Contacts and Relationships

In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction with which he/she may come in contact.

Tools and Equipment Used

Desktop computer, including word processing, spreadsheet, and data base; 10-key calculator; recording system; motor vehicle; phone; fax and copy machine.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job the employee is occasionally required to stand; walk; use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is required to sit; stoop, kneel; talk and hear.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and the ability to focus.

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Incumbents will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.

Signature

Date