

Clerk, Records and Information

FLSA Status: Non-Exempt

Pay Grade: 8

Job Title ID: 19406

Job Series/Job Family: Information Technology Series / Institutional Records Family

Reports To

Manager, Institutional Records

Job Purpose

To implement Records Management Services projects of document imaging, records storage, forms management and records management services.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Performs document imaging, records storage, forms management and records management services as required.
2. Prepares and scans college records, determining the correct settings, in accordance with federal, state and departmental quality control standards and procedures; ensures proper documentation and integrity of scanned images.
3. Indexes scanned records, and analyzes them for clarity and accuracy.
4. Assists with pick-up and delivery of records to and from college campuses.
5. Evaluates and verifies that all incoming records for storage and destruction are processed in accordance with the College Records Control Schedule and established procedures.
6. May assist with inventory, analysis and scheduling of college records and forms.
7. May assist ACC staff with imaging, records storage, forms management program and basic records management processes.
8. May perform data entry.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Records management concepts and best practices.
- Electronic document imaging processes and procedures.
- Records storage center practices.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Maintaining confidentiality of work related information and materials.
- Attention to detail, accuracy, and follow through.
- Adhering to policies, procedures, and quality controls in relation to electronic imaging and records management.

- Working in a team environment.
- Maintaining an established work schedule.
- Effectively providing high levels of customer service.

Computer Skills

Required

- Demonstrated proficiency using electronic imaging technology and related storage requirements, image and document formats, Windows Operating System.

Physical Requirements

Required

- Occasional lifting of objects up to 50 pounds
- Subject to standing, walking, sitting, bending, reaching, lifting, kneeling, pushing, and pulling.
- Work is primarily performed in a standard office or records storage center environment.

Work Experience

Required

- Two years document imaging, records management work experience, or other related work experience.

Preferred

- Work experience with Fortis or other electronic document imaging software or work in an active records management program or work in a records storage center.

Education

Required

- High School or educational equivalent.

Preferred

- Associate's degree.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.