CLASS SPECIFICATION
Records Center Assistant

FLSA Status: Covered
Union Representation: Nonrepresented

GENERAL PURPOSE

Under supervision, performs a variety of record center activities, receiving City records, entering data in the archives and records management database, responding to requests for information, retrieving and refiling records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Records Center Assistant is distinguished from Assistant Archivist in that the latter is a professional, lead classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Receives new records, examining and reporting their condition, verifying related information, and assisting in entering location and identification information in the archives and records management database.
2. Maintains and updates the archives and records management database for all Records Center information.
3. Accepts records retrieval requests, entering them into the archives and records management database, physically locating and retrieving the requested files, preparing them to be forwarded to the requesting bureau, agency, or member of the public, and transferring them to appropriate delivery services.
4. Refiles returned records, organizing incoming files by location, and recording return in database.
5. Assists with the records destruction process.
6. Maintains the physical condition of the records and their containers, moving containers, replacing and relabeling damaged boxes, revising shelf labeling, and entering changes into the archives and records management database, as directed.
7. Performs routine reference work for bureaus and the public, utilizing database and indexes.
8. Completes money transactions with the public for copy services including writing receipts and making change.

9. Compiles statistics on Records Center activities for periodic reports and perform other office management activities.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Office practices and procedures, filing processes, maintenance of official records and original documents.
2. Numerical and alphabetical filing systems and their uses.
3. Records search techniques, methods, and procedures.
4. Inventory and warehousing methods and techniques, including warehouse safety regulations and practices.

Ability to:

1. Communicate effectively orally and in writing.
2. Type and perform necessary data entry within complex database systems.
3. Learn and utilize a variety of computer software programs.
4. Carry out both routine and occasionally complex instructions with a degree of independent judgment.
5. Establish and maintain good working relationships with other employees, representatives of other agencies, public officials, and members of the general public.
6. Lift, pull, push and carry boxes that may weigh up to 45 pounds; move oversized and bulky materials including maps, rolled plans, archived displays and boxed archival supplies.
7. Climb eight-foot ladders while carrying boxes that may weight up to 45 pounds.
8. Pass all phases of the physical capacities test.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is one year of office clerical or records management experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0450 RECORDS CENTER SPECIALIST Adopted:07-01-92

June 2009 - Change Job Class number from 7302 to 30000542, due to system change.