



RECORDS CENTER ASSISTANT

Department: Finance
Job Class #: 657800
Pay Range: General 12

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

This position performs a variety of records management functions to facilitate ready access at the document level for all records housed at the Records Center. Assists in the operation and maintenance of the Records Center, including information warehousing, reference, retrieval and delivery, and archival and disposal activities. Supervision is by an administrative superior who reviews the work for completeness and accuracy.

ESSENTIAL FUNCTIONS:

- Provides records retrieval and delivery service; performs numbering, accessioning, shelving and cross referencing duties.
- Locates records requested by client departments, performs appropriate checkout procedure, and delivery within established timelines.
- Operates pallet jack and lift and uses ladders to locate and move archival records.
- Coordinates the pickup, delivery and transportation of records being transferred to and from the Records Center and departments.
- Assists client departments in person or on the phone regarding files requests, archiving, and other records center services.
- Drives to various County facilities to deliver and receive archive boxes and records.
- Monitors physical conditions in the Records Center to ensure that environment is suitable for the storage of inactive, semi active, historical and archival records.
- Assists in the removal and destruction of confidential county records from the Records Center as directed to comply with state and federal regulations.
- Operates and maintains personal computer database programs and may generate reports, documents, and correspondence.

OTHER JOB FUNCTIONS:

- Assists with courier routes.
- Assists with processing and distribution of incoming and outgoing mail.
- Performs other job functions as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of records management principles.
- Knowledge of public disclosure and right to privacy laws.
- Skill in driving a vehicle safely in all types of weather and road conditions.
- Ability to operate pallet jack and lift and use ladders safely.
- Ability to file, maintain and retrieve records accurately.
- Ability to lift weights up to and including 50 pounds.
- Ability to handle confidential data with discretion.
- Ability to operate computer and office equipment.

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- Ability to follow oral and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain harmonious working relationships with client departments.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS

Six months experience in records management, warehouse operation, or any combination of education or experience which clearly indicates the ability to perform the duties of the position. Possession of a valid Washington State Driver's License and a safe driving record. NOTE: A satisfactory physical condition is required, as indicated by a County approved physical examination, which includes drug testing. Prior to appointment, must be willing and able to complete and pass a thorough background check.