



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Records Custodian</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Deputy Director</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>08/2020</u>
DEPARTMENT: <u>911/Joint Communications</u>	JOB CODE: <u>500</u>	

SUMMARY:

Under general supervision of the Deputy Director, the Records Custodian performs a variety of recordkeeping and clerical duties; helps maintain departmental records; assists with records requests, assists with public information and outreach; prepares press releases; and performs related work as required or assigned.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Performs clerical tasks such as ensuring proper records retention, maintenance, and destruction in accordance with local government records retention schedules.

Receives, researches and replies to records requests effectively, timely and in compliance with the Missouri Sunshine Law (RSMo Chapter 610), redacting information when necessary; prepares cost estimates and collects service fees; responds to subpoena requests for records; delivers subpoenaed records to court hearings or depositions; and maintains public information request and documentation files.

Writes, edits and distributes approved press releases; posts, monitors and responds to questions on social media sites such as Facebook and Twitter; prepares community outreach materials; and attends community education and recruiting events.

Assists in dissemination of information internally and externally related to policies, procedures and emergency preparedness.

Assembles, edits, and formats content for the department's annual report; cross-trains on essential functions of other clerical positions in the department; and performs other duties as needed or assigned.

KNOWLEDGE & SKILLS

1. Basic knowledge of general office procedures and practices.
2. Knowledge of basic computer programs and applications used by Public Safety Answering Points (PSAPs) to receive emergency and nonemergency calls for service and dispatch police, fire and EMS.
3. Ability to use basic office equipment (copier, fax, multiline phones).
4. Skillful use of document writing programs and other computer-based applications for creation and dissemination of complex publications or advisories. (e.g. MS Word, MS Publisher, Google, Gmail, Twitter, Facebook).
5. Basic knowledge of modern filing and indexing methods.
6. Basic knowledge of Missouri Sunshine Law (RSMo Chapter 610).
7. Ability to perform a variety of responsible and sensitive clerical work and maintain the confidentiality of information.
8. Advanced knowledge of English grammar, punctuation and spelling and ability to communicate effectively using the English language, both orally and in writing.
9. Basic knowledge of local government records retention schedules.
10. Skill in the ability work well with other employees, court professionals and the public.
11. Ability to work independently and follow instructions.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

QUALIFICATIONS:

High school graduation or equivalent and at least two years of experience doing clerical work. Demonstrated writing skills. Willingness to work a flexible schedule as dictated by workload, special events, weather related or other emergency situations. Possess and maintain a valid Missouri driver's license. Must possess a clear criminal history.

Preferred Qualifications: Working knowledge of the “Sunshine Law”. Experience responding to records requests.

NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.