



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Records Clerk II</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/>
	(Please check one)	
REPORTS TO: <u>Circuit Clerk</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>04/2015</u>
DEPARTMENT: <u>Circuit Clerk</u>	JOB CODE: <u>603</u>	

SUMMARY:

Under general supervision, the Record Clerk II provides support service to the Civil Division of the Circuit Clerk's office by coordinating records retention and destruction, processing records requests, and maintaining microfilm and sound files.

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 work and data entry in support of the Civil Division of the Circuit Clerk's office requiring the application of Court policies and procedures. Assists in cross-training of other Court Clerks.

Performs a variety of office and court support work such as the following: prepares letters, correspondence, forms and other documents; maintains copies of documents; monitors and maintains supply inventory in courtrooms; operates computers, maintains and updates files and databases; performs word processing; operates office equipment and microfilm equipment; retrieves archived records off site if needed.

Receives and examines records for accuracy, completeness and conformity to Court regulations and requirements; views and processes microfilm records, examines documents and the work of others to verify data used by the Circuit Clerk's office; purges documents and creates microfilm for approved records; enter microfilm data into database; organizes microfilm and files in accordance with Court regulations.

Prepares documents for records retention and records destruction; processes paperwork in compliance with established procedures and regulations; destroys filings that are approved

for destruction; routinely communicates with the Office of the State Courts Administrator to send/receive records for approval or destruction.

Completes microfilm and sound records requests for the public and attorneys for Court appeals; prepares paperwork to offer records to the State Archives and local historical societies.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of general office procedures and practices.
2. Knowledge of English grammar, punctuation and spelling; basic skill in communicating effectively using the English language, both orally and in writing.
3. Knowledge of personal computers and standard software applications related to court support work.
4. Knowledge of State documentation retention policies.
5. Knowledge of filing and record keeping systems.
6. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division.
7. Skill in discretion and maintaining confidential information.
8. Skill in application of State and Federal guidelines, rules, and statutes to perform essential functions of position.
9. Skill in the ability work well with other employees, court professionals and the public.
10. Ability to learn and successfully operate microfilm equipment.
11. Ability to learn and apply court policies, procedures, documents and terminology affecting assigned functions.
12. Advanced 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, crouching, 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 microfilm viewers and cameras, computers, calculators, multi-line telephones, photocopiers, 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 and Court employees, judges, elected officials and members of other entities. This position occasionally works with older files in dusty conditions.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent, plus two years of clerical experience.

PREFERRED QUALIFICATIONS:

One year of experience working with microfilm and records retention.

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.