



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Records Custodian</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/>
<small>(Please check one)</small>		
<b>REPORTS TO:</b> <u>Deputy Director</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>07/2023</u>
<b>DEPARTMENT:</b> <u>911/Joint Communications</u>	<b>JOB CODE:</b> <u>600</u>	

**SUMMARY:**

Under general supervision of the Deputy Director, the Records Custodian performs a variety of recordkeeping and clerical duties such as prioritizing, organizing, releasing, or withholding records; and may assist with developing public information, press releases, and presenting at outreach events.

**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), redacts 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 requests and documentation files.

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; and cross-trains on essential functions of other clerical positions in the department.

Posts, monitors, and responds to questions on social media sites such as Facebook and Twitter; prepares community outreach materials; attends community education and recruiting events; and may assist with creating and distributing approved press releases.

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. Knowledge 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, etc.).
5. Basic knowledge of electronic 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.
9. The ability to communicate effectively using the English language, both orally and in writing.
10. Basic knowledge of local government records retention schedules.
11. The ability to work well with other employees, court professionals, and the public.
12. Ability to work independently and follow instructions.
13. Have knowledge of social media platforms, algorithms, and best practices in order to collaborate with leadership on agreed upon messaging. (Twitter, Facebook, Instagram, etc.)
14. Basic budgetary knowledge.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials, computer screen, telephone, or other mobile device; 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; and 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 50 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 50 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 and/or uniform attire required. This position routinely uses various forms of office equipment and indoor/outdoor

display apparatus. This position is routinely in contact with the public, Boone County employees, elected officials and representatives of other agencies, businesses, etc.

This job operates in a variety of settings that include a professional office and outside locations. May be exposed to wet/humid conditions, inclement outdoor weather, extreme temperatures, and very loud noise levels. May be required to drive a County-owned vehicle to off-site locations and drive in inclement weather. May be required to work additional hours outside of a normal business day.

**QUALIFICATIONS:**

High school graduation or equivalent and at least two years of clerical experience. 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.*