



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: <u>Records Custodian</u> | NEW: <u>X</u> | REVISED: <u> </u> <small>(Please check one)</small> |
| REPORTS TO: <u>Deputy Director</u> | FLSA: <u>Non-Exempt</u> | DATE: <u>01/16</u> |
| DEPARTMENT: <u>911/Joint Communications</u> | JOB CODE: <u>500</u> | |

DEFINITIONS:

Under the general supervision of the Deputy Director, the Records Specialist performs a variety of 911 related recordkeeping and clerical duties; assists the Deputy Director with records requests; updates and maintains departmental records and files; prepares press releases; 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.)*

Responds to requests from citizens, law enforcement, and other agencies who request records related to 911 calls. Assesses requests in accordance with Missouri Revised Statutes Chapter 610 related to governmental records and “Sunshine Law” confidentiality. Release of information subject to approval by the Deputy Director.

Ensures proper retention, maintenance and destruction of records in accordance with Missouri Business and Public Records Law and as mandated by other state and federal records retention and disposition regulations. Assists in dissemination of information internally and externally related to policies and procedures as well as helpful guidance in how to respond to or prepare for emergency situations.

Be appointed and commissioned as a notary public within the County of Boone. Write and distribute press releases and public alerts relevant to PSAP operations, public safety or as a public service. Establish and maintain effective working relationships with supervisors, co workers, employees of other public safety and emergency organizations, the media, other governmental agencies, local organizations and agencies and the public. Prioritizes requests and duties. Performs other projects/tasks as assigned.

KNOWLEDGE & SKILLS

1. Knowledge of computer programs and applications used by PSAPs to receive emergency and nonemergency calls for service and dispatch police, fire and EMS responders (e.g. 911 CPE, CAD, CAD Mapping, RMS, etc.).
2. Ability to use office equipment (copier, fax, multiline phones).
3. 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.)
4. Knowledge of modern filing and indexing methods.
5. Knowledge of Open Records law.
6. Ability to perform a variety of responsible and sensitive clerical work and maintain the confidentiality of information as prescribed by law.
7. Use of the English language with proper spelling, grammar and punctuation. Must be able to communicate effectively both orally and in writing.

QUALIFICATIONS:

High school graduation or equivalent and at least two years 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. Must possess a clear criminal history.

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.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)