



## JOB DESCRIPTION

Title: **RECORDS OFFICER**  
Department: Recorder  
Class Code: 6010  
FLSA Status: Non-Exempt  
Effective Date: January 1, 2021

### GENERAL PURPOSE

Under general supervision of the City Recorder, performs intermediate level administrative duties designed to expedite the administrative processes and procedures related to documenting, maintaining and controlling city records and agreements.

- Uses Word, Word Perfect, PowerPoint, Excel and any other software applicable to the organization to create documents and spreadsheets; transcribes reports.
- Numbers and routes all City agreements for proper approvals and execution. Reviews agreements for inclusion of necessary supporting documents.
- Numbers and files all ordinances and resolutions with any supporting documents in hard bound binders for permanent archiving.
- Oversees the proper classification, filing, retrieval, storage, destruction and archiving of all City records as required by law; keeps a record of the official proceedings of the City as required by law.
- Performs official notarial acts within the state to include acknowledgments, copy certifications, jurats, and oaths or affirmations; administers oaths to City officials.
- Maintains accurate records of transactions relating to real property owned by the City, and record and preserve real property deeds and related abstracts of title and title insurance policies relating to those transactions.
- Assists City Recorder in responding to records requests (GRAMA).
- Schedules appointments and reservations for City conference rooms.
- Responds to technical questions from the public and gives them necessary information. Directs public to appropriate staff members.
- Provides records management advice and assistance.
- Processes passport applications.
- Works with the City Recorder and Information Technology (IT) staff to incorporate the department's policies and procedures for all electronic records.
- Implements destruction and records storage transfers in accordance with the records retention schedule.

- Assists the City Recorder and IT staff with maintaining, testing and updating a business recovery and disaster management plan to ensure maximum availability of records for establishing operations quickly with minimum disruption and expense.
- Assists the City Recorder with developing a training program.
- Utilizes training and services offered by the Utah State Archives and State Records Center.
- Institutes the communications and training plan to educate and train users on the Records Information Management Program (RIM). Publicizes the availability of training and changes in the RIM requirements or process.
- Assists Recorder's Office staff with the maintenance of department's web site page.
- Provides support to other departments/divisions with the posting of documents as the Website System Administrator. Works with IT to develop RIM policies and procedures for the website.
- Assist with municipal elections every two years, including early voting.
- Takes and receipts money from customers; monitors petty cash; makes minor purchases such as office supplies.
- Performs routine customer service of a non-technical nature. May be required to work with a unique clientele.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- High school graduation and three (3) years office administrative experience.
- Certified Municipal Clerk (CMC) preferred.

### Special Requirements

- Must be certified passport agent through U.S. Department of State within one (1) month of hire.
- Must be certified records officer through Utah Division of Archives and Records Service within six (6) months of hire.
- Must be able to become a Notary Public within six (6) months of hire date.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of RIM policies and procedures.
- Working knowledge of records management practices including Government Records Access Management Act (GRAMA).
- Working knowledge of modern office practices and procedures, proper grammar, spelling and punctuation.
- Working knowledge of election process.
- Ability to follow verbal and written procedures and instructions; deal tactfully and effectively with public contacts in relatively adverse situations and city department representatives; maintain a congenial working relationship with public, staff and other agencies; exercise judgement in appraising situations and making decisions; communicate effectively both orally and in writing.

- Working knowledge of general office practices and procedures; working knowledge of the proper use of grammar, punctuation and spelling; working knowledge of the department and the functions it performs.
- Skill in using telephone, computer, fax machine, copier and other general office equipment.
- Ability to use Word, Word Perfect, PowerPoint, Excel or any other software applicable to the organization.
- Ability to prioritize and plan work daily.
- Ability to type data entry quickly and accurately.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public and to maintain confidentiality.

**TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheet and database software; phone; copy and fax machine, and other equipment pertaining to this position.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_