

## POSITION DESCRIPTION

POSITION TITLE: Records Clerk

DEPARTMENT: Finance/Administration

REPORTS TO: City Clerk

OT EXEMPTION: No

PAY RANGE: \$36,281.33 to \$56,331.82

### MAJOR FUNCTIONS:

Perform record management and transcription work in the office of the City Manager and accounting and clerical functions for the Finance Department. Reviews files for accuracy of retention and scans documents for record retrieval. Drafts and reviews meeting minutes from audio/video recordings. Performs data entry. Assists with phone calls and other tasks at the front desk in the City Manager's Office. Work is performed under supervision.

### DUTIES AND RESPONSIBILITIES:

Check City storage files for accuracy of placement.

Prepare documents for scanning.

Scan City documents into electronic records system.

Assist with answering calls and work at the front counter in the City Manager's Office.

Drafts meeting minutes from audio and/or video recordings.

Verify extensions and totals on invoices prior to data entry.

Data Entry.

Responsible for accounts payable including input into computerized financial software system and filing invoices after checks have been processed for mailing.

Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES:

None.

### MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of an equivalency diploma.

Possession of a current Florida driver's license or State ID.

Must have the manual dexterity to operate office equipment as required to carry out responsibilities. Ability to speak standard English clearly to other employees, both in person and over the telephone.

#### SKILLS AND ABILITIES:

Must be proficient in all Microsoft Office programs as well as possess some knowledge of record and accounting software or the ability to learn. Must be able to operate a ten-key calculator by touch.

Knowledge of office management practices, including record keeping, information technology, etc.

Proficiency in, or willingness to learn, State of Florida record retention laws and categories for retention.

Ability to exercise professional judgement.

Skill in dealing with the public in a professional manner.

Ability to understand and follow oral and written instructions.

Ability to be accurate in data entry, record retention, scanning, filing, and organizing.

#### PHYSICAL DEMANDS:

Must have the ability to exert moderate physical effort involving some combination of climbing, balancing, stooping, kneeling, and crouching as well as lifting, carrying, pushing, or pulling of objects or materials weighing up to twenty (20) pounds.

Disclaimer: The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.

The City of St. Augustine Beach, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.