



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Deputy Clerk – Records Center

**FLSA:** Non-Exempt

**DEPARTMENT:** County Clerk

**REVISED:**

**Summary:** Under direct supervision, performs a variety of records management functions.

**Essential Job Functions:** *(Essential function, 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 positions in this class.)*

- Receives and processes requests for records research for all County departments, Circuit Courts and District Courts; performs data processing duties; makes recommendations in relation to programming/reprogramming needs.
- Processes, receives, collects and delivers mail to/from County departments, the State mail system and the United States Post Office for the Mail Services Section of the County Clerk Department; operates and performs preventative maintenance on various types of mail equipment; coordinates courier services; prepares certified and registered mail; processes monthly mail service billings; advises County staff regarding available mail services.
- Performs electronic document imaging and microfilming functions; makes adjustments to document quality; coordinates final quality control inspections on imaged and filmed documents;
- Operates processor, duplicator and other related darkroom equipment used to process and duplicate microfilm; maintains quality control of microfilm; maintains and makes minor repairs to equipment; monitors supply inventories.
- Liaises with various County departments regarding materials, supplies and equipment requirements; obtains price quotes; allocates costs to appropriate funding source; prepares/issues vouchers and transmits them to the Clerk's Accounting Office for payment; inspects received materials and equipment for quality and accuracy of order; maintains inventory and file of vendors.
- Receives and processes Records Transfer forms from various County departments; documents information required for retrieval, tracking and retention/destruction of records according to State Archives regulations.
- Generates reports to schedule records for destruction; prepares records inventories and destruction notices; determines required method of destruction; coordinates with transferring agency for approval of record destruction.
- Provides assistance with testing election tabulation hardware; provides troubleshooting assistance on tabulation hardware at polling locations; maintains/distributes election supplies and inventories.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of records management activities, processes, and standards.
- Knowledge of laws/regulations pertaining to record retention and destruction.
- Knowledge of electronic document imaging and microfilming processes and equipment.
- Knowledge of mail processing services, standards, and equipment.
  
- Skill in performing various records management functions and activities.
- Skill in coordinating records retrieval, transfer, retention, and destruction.
- Skill in processing mail and operating/maintaining mail equipment.
- Skill in performing electronic document imaging and microfilming functions.
- Skill in coordinating office supplies and equipment orders.

### **Minimum Qualifications:**

High School Diploma or equivalent; one year office/clerical experience; or equivalent combination of education, training and experience. Must have a valid driver's license.