

WASHINGTON COUNTY
Job Description

JOB TITLE: Assistant Records Manager

Exempt (Y/N): No
DATE REVISED: February 2009

DEPARTMENT: County Judge's Office
SUPERVISOR: Archivist & Records Manager

SUMMARY:

Under the general direction of the Archivist & Records Manager, the Assistant Records Manager assists county employees, attorneys, title searchers and the general public in the use of active records stored in the Washington County Archives and Records Center. Records include active files of the Circuit Clerk, County Clerk, Assessor, Collector, Treasurer, Sheriff, Prosecuting Attorney and Public Defender. The Assistant Records Manager is familiar with the general scope, content and arrangement of all records stored in the archives by the aforementioned offices. This position provides assistance in person, by telephone, by mail, by fax, and by e-mail. Incumbent is directly responsible for the supervision of one part-time records clerk. Incumbent ensures that all office functions are performed in an efficient, courteous, and timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Overall responsibility for the daily management of active records stored in the Archive & Records Center, which include paper files, microfilm, and electronic media amounting to over 40,000 court case files.
2. Assists Circuit Clerk's Office file active court documents, including court orders, pleadings, subpoenas, summons, and warrants into appropriate case files stored at the Archive and the Circuit Clerk's Office if said file has been re-checked out by that office.
3. Conducts court ordered sealing of records and complies with policies of receipt, deposit, storage and safekeeping of aforementioned records and maintains inventory of said records. Notifies arresting agency of sealing and expungement and forwards information to Sheriff's Office.
4. Conducts FBI NICS ordered criminal background checks to prevent criminals from obtaining handguns and other weapons.
5. Certifies copies of documents created by the office of the Circuit Clerk and County Clerk but now in the custody of the Washington County Archives.
6. Responds to written, telephone, and email requests for information, including Freedom of Information Requests made by individuals and local media.
7. Transports active files to Judges and other elected officials on a daily basis and returns them to Archives when aforementioned officials are finished with them. Also transports photocopies of current court orders for routine microfilming.
8. Maintain record of monies collected by archives, averaging \$10,000 annually. Deposits said

monies with the Treasurer. Discuss settlement issues, if any, with Legislative Audit.

9. Maintains office supplies and ensures all office equipment (copiers, fax, microfilm readers, computers) is in good working order and reports issues with said equipment to appropriate official or vendor.
10. Assists persons locate and copy needed information. Educate public on use of both electronic and handwritten indices to records, including Civil, Criminal, Chancery, Domestic, Probate and County court Records and Files, Marriage Records, Tax Records, Deed Records, County School Board Records, and other miscellaneous historical records.
11. Directly supervises 1 part-time assistant.
12. Assists Archivist compile database of older handwritten indexes.
13. Helps resolve problems and deals with the public in a professional manner.
14. Ensures that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens of Washington County.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work, appraising performance, addressing complaints, and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree or equivalent from a four-year college or technical school and five years related experience and/or training; or equivalent combination of education and experience.

OTHER SKILLS and ABILITIES:

Incumbent must possess excellent interpersonal skills and be able to make independent judgment at a moment's notice. Incumbent must be organized and able to work with frequent interruption. Incumbent must be familiar with the functions and records of all county offices. Incumbent must be familiar with both manual and computerized records searches. Incumbent must have knowledge of modern office equipment, including copiers, fax, calculator, personal computer, microform machinery. Incumbent should have working knowledge of Microsoft computer software such as Excel, Word and Outlook.

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 regularly required to sit, stand, walk, and talk or hear; use hands to finger, handle or feel objects. Also, the employee must climb ladders, reach with hands and arms, and stoop, kneel, or crouch. Specific vision abilities required by this job include distance and close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 50 pounds.

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.

The noise level in the typical work environment is moderate. The air quality is usually good; however, mold spores and dust mites are present in many of the older records. Persons with severe allergies may need to take extra precautions while working with older documents.