



**Job Title: RECORDS MANAGEMENT CLERK**

**Department /Office:** Hopi Guidance Center  
**Reports to Whom (title):** Clinical Supervisor  
**Salary / Hourly Range:** 10  
**Job Classification Code:** 8810  
**Level of Background Check:** 1B  
**Status:** NON-EXEMPT  
**Driving Required:** Yes, As Required  
**Revised:** 01/06/2014

**INTRODUCTION:**

This position is responsible for providing administrative work related to records management of maintaining, protecting and disposing of records and information administered under the Hopi Guidance Center.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all-inclusive or restrictive.)

1. Maintains an automated records management system; purges or updates files; compiles, tabulates and retrieves various data for statistical or reporting purposes.
2. Analyzes, files (chronological or alphabetize order), classifies and labels each record in preparation for audits, court hearings and statistical data.
3. Assist with planning and implementing a computerized information system to standardize filing, retrieving records and other information. Coordinates efforts with co-workers in maintaining a high level of standardized filing method.
4. Monitors records retention schedules to determine timetables for transferring active records to inactive storage, reducing paper records to DocRecord electronic storage or for destroying obsolete or unnecessary records.
5. Responsible for proper filing and retrieval of documents pertinent to office operations & clientele; handles highly confidential and sensitive information/data in accordance with established policies and procedures.
6. Demonstrates continuous effort to improve operations, streamline work processes, work cooperatively and jointly with others to provide quality seamless customer service.
7. Performs receptionist/clerical duties as a backup to other office staff on an as-needed basis; monitors and replenishes office supplies when necessary.
8. Performs other related duties as assigned or authorized by the supervisor to achieve office goals and objectives.

**PERSONNEL CONTACTS:**

Contacts are typically with other employees, the general public and other offices at all levels involving the exchange of factual information to coordinate work efforts and foster a network of services.

**PHYSICAL EFFORT & CONDITIONS:**

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office equipment/machines.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:
  - A. Education : High school diploma or G.E.D. equivalent; and 45 minimum of general college course credits.

OR

- B. Experience: One (1) year file clerk work experience.

2. Required Knowledge, Skills and Abilities:

- A. Knowledge:
  - Knowledge of office management practices
  - Knowledge of effective records management practices
  - Knowledge of good customer service
  - Basic knowledge of modern office equipment/machines and applicable computer software
- B. Skills:
  - Minimal skills in operating various office equipment i.e. computer and software, fax machine, copier, ten-key calculator, etc.
  - Good skill in human and public relations (customer service)
- C. Abilities:
  - Ability to maintain confidentiality in conformance with professional standards
  - Ability to organize & schedule task assignments to ensure timely completion of project assignments
  - Ability to follow verbal and written instructions
  - Ability to establish and maintain positive professional working relationships when in contact with others

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