



**City of Avon Lake, Ohio
Classification Specification
Part-Time Records Clerk**

JOB FAMILY	GRADE	FLSA STATUS	CLASSIFIED STATUS	PCN
Clerks	N5	Non-exempt	Unclassified	

CLASSIFICATION SUMMARY
<p>Under the general direction and guidance of the Mayor, serves as the City’s custodian of historical records; is responsible for digitizing and/or archiving physical records housed in the City’s records storage area; ensures records are maintained in compliance with the City’s records retention schedule, the City’s Records Commission, the Auditor of the State of Ohio, and the Ohio History Connection; categorizes records efficiently and disposes of unnecessary files according to policy; utilizes Department’s file-management systems and ensures that changes to documents and/or files are properly recorded, organized, and cataloged.</p>

ESSENTIAL DUTIES ¹	% OF TIME
Organizes, scans, and uploads all documents to designated location(s) for retrieval, supplementing and maintaining a database of records that is in conjunction with existing and newly created records.	30
Efficiently labels scanned and uploaded files for easy identification and/or retrieval purposes.	25
Conducts audits on boxes in storage, boxes retrieved from storage, and on boxes intended for destruction, to ensure compliance with the City’s records retention policies and procedures.	20
Prepares notice(s) of destruction to the State of Ohio and the Ohio History Connection, when necessary; coordinates with Administration for the destruction of documents following the City’s records retention policies and procedures.	10
Performs a variety of clerical support tasks, as required.	10
Performs other related duties, as assigned.	5

¹ The essential duties, functions, responsibilities, and recommended Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma, or equivalent (GED).

CERTIFICATIONS/LICENSES:

Valid Ohio Driver’s License or ID.

PREFERRED QUALIFICATION:

Previous experience with file organization, scanning, and/or digitization.

KNOWLEDGE OF:

- Organizational skills, including filing, data entry, and record retrieval
- Maintaining confidential and sensitive information
- Time management and self-directed task prioritization

SKILL IN:

- Operating basic office machinery, such as copy machines, scanners, and shredders
- Operating computers and related software programs/applications
- Communicating and interpersonal skills, as applied to interacting with coworkers and supervisor
- Proofreading and accurately labeling document files

ADA AND OTHER REQUIREMENTS

This position typically requires seeing, frequent sitting, standing, walking, fingering, grasping, and/or reaching, lifting, and repetitive motions.

LIGHT WORK:

Exerting 10 to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. If the use of arms requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

WORKING CONDITIONS:

Work is performed in indoor office and storage environments and may, at times, be subjected to dust or inadequate lighting.

HOURLY/SALARY RANGE* AND BENEFITS **Subject to City Council approval*

- \$17.26 to \$25.65 hourly, or \$17,950.40 to \$26,676.00 annually
- Applicable benefits provided to part-time non-bargaining employees, as declared in Codified Ordinance Chapter 260