



Job Title: **Records Clerk (Passport Technician)**
Department: City Clerk's Office
Date: April 20, 2022
 Non-Exempt
FLSA Exemption: N/A
Job Reports To: City Clerk
Pay Grade: 5
 Full Time

Job Description

Summary/Objective Under general supervision of the City Clerk, provides technical assistance with the implementation, organization and maintenance of the Laserfiche Document Management System, City Passport Services program, and performs related duties as assigned.

Essential Job Functions *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Assists in the indexing and organization of all official municipal documents and records, including ordinances, resolutions and legislative actions in the City's Laserfiche records management and retention program.
2. Assists the public with the City's Passport Services Program; meets with residents to ensure necessary documentation is provided; review application filings for accuracy; perform document verification in order to process application for a new, or renewal of passport; generate mailing labels and mail out completed passports.
3. Coordinate and compile Public Notices and newspaper publishings.
4. Maintains office files and records; prepares manual and computer logs of various documents and requests; creates new files and folders; retrieves, duplicates and distributes copies of reports, forms, records and documents.
5. Assists in preparation of Records Disposal forms and scheduling for disposal/retention in accordance with applicable policies and procedures.
6. Assists with updating the procedures manual for Laserfiche and Records Retention.
7. Conducts research and retrieves information and documents per California Public Records Act. May responds to Public Records Requests in a timely manner.
8. Maintains and updates department reference materials.
9. May assists with City Council meeting agenda preparation and distribution.
10. May assists the City Clerk with filing requirements for financial disclosure statements regarding the Conflict of Interest Code from local officials and designated employees.
11. May assists the City Clerk in his/her role as the City Elections Official; assists in the compliance with state laws related to municipal elections.

12. Provides backup for department or division clerical or administrative support staff.

Other Job Related Duties Performs related duties or responsibilities as assigned.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Personal Effectiveness/Credibility.

Qualification Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education A high school diploma or G.E.D. equivalent.

Experience One (1) year of increasingly responsible office administrative and computer experience. Good computer skills, including common office software applications, proficient in Microsoft Office Suite, specifically Microsoft Access.

Preferred Education and Experience Optical imaging and/or audio recording equipment experience. Experience with processing passports applications.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Knowledge, Skills & Abilities

Knowledge of:

- The Brown Act, Public Records Act and Municipal elections procedures.
- General office, records management and administrative practices and procedures.
- Computer systems related to maintaining Laserfiche or other document management system.
- Business English, spelling and arithmetic, and modern office procedures.

Ability to:

- Assist in organizing and implementing the City' records management program. Maintain complex filing systems.
- Follow and comply with written and oral instructions.
- Communicate in a clear and concise manner both verbally and in writing.
- Add, subtract, multiply and divide.
- To write a formal business letter.
- Provide excellent customer service.
- Establish, foster, and maintain a cooperative working environment with Council members, City staff and the public to achieve high quality performance.

Skills:

- Use personal computer and software programs for word processing and audio recording equipment.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing and a pre-employment physical and drug/alcohol test.

Working Conditions, Mental and Physical Demands

The physical demands herein 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 these essential job functions.

Work Environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift books and files from shoulder-level and above, carry, push, and pull materials and objects weighing up to 40-pounds.

Visual acuity to perform routine filing of documents is required; and use of a computer keyboard and software to assist with Laserfiche.

Essential Mental Functions

Regularly use of written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff. Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility This position has no supervisory responsibilities.

Expected Hours of Work/Work Schedule

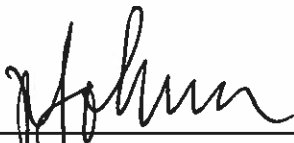
Monday – Thursday 7:00 AM - 6:00 PM (40-hour work week). Occasional, evening work may be required to fill in at City Council meetings.

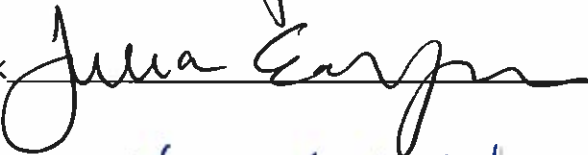
Travel Limited local travel may occur for this position.

Disclaimers and Approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 4/20/2022

City Clerk  Date 4/20/2022

HR  Date 4/20/22

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____