



City of Phoenix RECORDS CLERK III

JOB CODE 01130

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to maintain records of the City or large City department and to supervise the classifying, indexing, filing and storing of records for a central records system. Direct supervision is exercised over clerical assistants, including Records Clerks I and II. The Records Clerk III is responsible for the independent operation of a record-keeping unit. Work is reviewed through observation of the efficiency and accuracy of the unit, particularly the timely production of needed records. This class is distinguished from the class of Records Clerk II by the greater supervisory responsibility over a complex records system and by the responsibility held for maintaining official records of the City. Supervision is usually provided by the class of Records Supervisor.

ESSENTIAL FUNCTIONS:

- Establishes filing system procedures and supervises and maintains classification indexes and files a variety of legal and official instruments and documents involving the analyzing of subject matter of records, selecting subject headings as guides for filing of materials in accordance with an established system and producing of records and information upon demand; Supervises and trains clerks performing record-keeping activities consisting of filing, indexing, classifying and locating information;
- Supervises the maintenance of a complex record system;
- Participates in the development of procedures related to the storage and retrieval of official documents;
- Receives and supplies requests for information from employees and the public over the telephone and in person often requiring extended research;
- Indexes, selects, cross references and arranges records in files and in storage areas;
- Recommends systems and procedures for storage of materials and the establishment of retirement schedules for the disposition and disposal of records;
- Operates a variety of office equipment incidental to clerical assignments;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:



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Knowledge of:

- Policies and procedures used in establishing, maintaining and controlling an extensive records system.
- Modern office practices, procedures and equipment.
- Business english, spelling and arithmetic.
- Laws and ordinances related to maintenance of official City records.
- Organizational structure and functions of various administrative operations and appointive boards and commissions.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Interpret and make sound decisions in accordance with laws, regulations and departmental policies and procedures.
- Establish and maintain cross-index filing systems and classify documentary materials for filing purposes.
- Work cooperatively with other City employees and the public.
- Work safely without presenting a direct threat to self or others.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of clerical experience, including two years experience working with a large central records system. Other combinations of education and experience which meet the minimum qualifications may be substituted.