



**City of Klamath Falls**

**Position Description**

Position: Records Specialist/Administrative Assistant	Group: Non-represented
Department: City Administration	FLSA: Non-Exempt
Evaluated by: City Attorney	Salary Grade: 115

**Summary**

Under the general direction of the City Attorney, performs a variety of routine and complex administrative, technical, and professional work. This position provides responsible administrative assistance and records management to the office of the City Recorder. The Records Specialist/Administrative Assistant performs high-level records management and provides such support city-wide through technical project coordination. Routinely provides work support to the City Recorder through approved administrative policies/procedures to maintain the City’s permanent records and systematic departmental records destruction procedures, along with researching and delivering records related to Public Records Requests. All tasks are performed with strict adherence to statutory authorization of the Oregon Secretary of State and Attorney General’s Offices. This is a part-time, non-supervisory position with no benefits. Remote work available.

**Distinguishing Career Features**

The Records Specialist/Administrative Assistant is a mid-level position to assist the office of the City Recorder. The City Recorder position is the responsible party for all city records and record keeping. A high-level position responsible to assist City Management and Council.

**Essential Duties and Responsibilities**

- Processes, indexes, files/archives and retrieves official City documents: including ordinances, resolutions, agreements/contracts, bonds, insurance documents, deeds, easements, encroachments, annexations, meeting minutes/agenda reports, etc. and reviews documents for technical accuracy. Maintains departmental and assists with City-wide filing systems to ensure compliance with all state and federal regulations for retrieval and retention.
- Researches and responds as authorized with information related to public records requests, and internal/external departmental requests for information.
- Posts, verifies, and enters City records information into indexed databases and processes to ensure accuracy for City-audited documents, along with enabling ease of record retrieval for other City staff and the Public for authorized databases.
- Operates a variety of electronic document imaging and office equipment, along with software-based applications to store records information. Reviews quality of images and accuracy of indexing.
- Maintains administrative departmental reference material. Assists City Recorder with City Code updates and all departmental project work. Compiles, organizes, tracks, records and distributes a variety of materials and/or data related to City Council meeting actions.

- Prepares and/or edits general correspondence and documents to the public, outside agencies, and other departmental representatives.
- Assists with training other departmental staff with regard to records management and/or public records requests.
- Assists with coordination/regulation of City Committees/Boards. Supports various boards/committees with minute taking, agenda preparation, and meeting tasks follow-up. Reviews/edits draft meeting minutes for City Recorder.
- Provides Municipal Court Staff coverage, on an as-needed basis.

## **Qualifications**

### **Knowledge and Skills**

Microsoft Office Suite. Modern office equipment, policies, and procedures; legal terminology; business English, spelling, punctuation, and commercial arithmetic.

### **Abilities**

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; apply common sense understanding to carry out instructions furnished in written, oral or diagram form; deal with problems involving several concrete variables in standardized situations.

### **Physical Abilities**

Requires hand-eye-arm coordination to use a keyboard, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person, one-on-one, and in small groups.

### **Education and Experience**

Any combination of training and experience that provides the required knowledge, skills and abilities is qualifying. Typical education would include an associate degree from an accredited college or university with coursework in clerical/administrative assistance, computer/word processing courses, public relations, paralegal/legal assistant, public administration and/or related field. Prefer experience in Governmental Office Procedures, State Records Management and State Public Records laws/policies.

### **Licenses and Certificates**

Requires a valid Oregon driver license or the ability to obtain within three months of hire date. Will consider licenses and certificates relative to the position.

### **Preemployment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen. Requires ability to pass a criminal background check, obtain Criminal Justice Information System (CJIS) clearance.

### **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. The duties of this position are performed in a well-lit, temperature-controlled office environment. The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.