

## **Records Clerk/Administrative Assistant - City of Shenandoah**

The Records Clerk/Administrative Assistant analyzes, processes, and responds to public records requests submitted to the City, in compliance with State law, Model Rules adopted by the State Attorney General, and the City's ordinances and other regulations. This person, in coordination with the City Attorney, evaluates whether any record or part of a record is exempt from public disclosure and prepares appropriate redaction and exemption logs.

The Records Clerk/Administrative Assistant will plan, coordinate and supervise the official records management system for the City; input official records into appropriate records systems; develop and implement procedures, guidelines and controls for storage, retrieval, tracking and filing of active and inactive records; ensure records are maintained and destroyed according to State guidelines; provide for the proper archive and storage of City records; and assure compliance with laws, rules and regulations related to assigned areas.

The Records Clerk/Administrative Assistant will provide general administrative support to the City Administrator.

### **Job Responsibilities:**

- Have a comprehensive understanding of the requirements of the Texas Public Information Act.
- Respond to public information requests, coordinate the retrieval of information and address questions or problems as necessary.
- Provide training on public records compliance; advise City employees on the requirements of the Public Records Act and applicable City Codes and rules.
- Coordinate and maintain a comprehensive records retention program.
- Develop procedures and guidelines for logically organized and searchable records and forms.
- Develop procedures to identify and control the destruction of records according to the State Records Retention Guidelines.
- Be familiar with and easily operate a variety of computer programs, adapting to computer program changes as needed to maintain efficiencies and cost savings.
- Manage on-site records storage areas and evaluate ongoing records storage requirements.
- Work with all departments to help organize, scan, and store records as outlined by the secretary of state
- Copy or scan records as needed.
- Assist in scheduling meetings, conferences, travel reservations and accommodations.
- Establish and maintain effective and professional working relationships with coworkers, elected officials and the general public.
- Plan, multi-task and organize work efficiently.
- Communicate effectively both orally and in writing.

- Be a Texas Notary or have the ability to become one within three months.

Requirements:

Candidates must have at least three years of experience in municipal government. Knowledge of using computers for word processing and/or accounting purposes. Experience with Laserfiche electronic records management system preferred. Knowledge of Incode software a plus. A Bachelor's Degree is preferred, but not required. Direct experience will substitute for education.