

Department: County Clerk
Classification: Labor
Grade: 3

SPEC DISK F7
DOCUMENT 66

RECORDS RETENTION AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine manual work requiring efficient maintenance of building where records are kept. The work is done independently and performed under the general supervision of the department head or a high level clerical employee, with detailed instructions either orally or in writing. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Retrieves boxes and portable files as requested;
May be required to replace materials in boxes in absence of clerical employee;
Aides in maintaining and organizing a records retention area in a neat and orderly format;
May assist the public and department employees in finding records;
Responsible for cleaning assigned area, furniture and fixtures;
Removes waste and trash to prescribed methods.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of building and storage maintenance, ability to understand and follow simple oral and written instructions; ability to get along well with others; willingness to perform routine cleaning and other manual tasks; thoroughness, dependability, physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.

ADOPTED: 10/16/97