

**COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL**

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Personnel Department, 7th Floor, Room 705, of the Santa Fe Building, 900 S. Polk, or call 349-4831. The decision to interview an applicant is made at the sole discretion of the department head or elected official in whose department the opening exists. The following requirements and qualifications are necessary to apply for the position:

JOB TITLE: **RECORDS CENTER CLERK FULL TIME**

FUNCTION: Assists in the operation and maintenance of the Records Center, including, retention, retrieval, and disposition activities for County Departments.

DUTIES AND RESPONSIBILITIES: Retrieves, compiles, and distributes requested records and information
Assists departments in re-filing files and storage boxes
Receives and processes records transferred to inactive storage in accordance with established procedures
Assist the Records Center Director in processing records for destruction, in accordance with retention policy and department approvals
Assists with Mail collection and metering

PRINCIPAL CONTACTS: Interfaces with Director of Information and Records Management, Records Center Coordinator, and co-workers in the Records Management Department. Will work with other County department employees by taking requests, solving problems and obtaining information. Most contact is internal.

POSITION REQUIREMENTS: Valid Texas Driver's license required.
Good driving record is also required as this position requires travel to multiple county offices.
Pleasant attitude in dealing with public & co-workers
Good telephone skills & etiquette
Detail oriented
Ability to follow & retain written & verbal instructions
Follow procedures established by legal statute & office policy
Ability to maintain a high level of concentration
Ability to handle constructive criticism
Ability to keep information confidential (nonnegotiable)
High school diploma or G.E.D.

PHYSICAL ACTIVITIES REQUIRED: Including but not limited to:
Ability to lift and carry forty (40) pounds (up to 50 lbs.)
Ability to operate typical office equipment, e.g., computer, scanner, and printer:
Ability to handle 40 lb. boxes on ladders and operate mechanical lift (after training)
Understand verbal & written communication, standing, sitting, reaching 5-6 ft frequently, listening, stooping, reading, bending, carrying, filing, walking, etc.
Must have legible handwriting.

STARTING SALARY: \$37,000-\$41,000 annually D.O.E

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

"POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF THE PROVISIONS OF SERVICES."