Records Clerk B

Administrative Services Division

ACCOUNTABILITIES

Manage and control case records. Maintain files and records for agency closed cases with required guidelines. Assures accuracy with case filing and document scanning and microfilm process.

ESSENTIAL DUTIES

Performs routine clerical duties related to record management, i.e., filing closed cases/referrals, loose documents, tapes, pictures, microfiche; copying by using proper equipment, typing microfiche jackets and other materials required for the record keeping system. Reorganizes/shifts the case files in the high density central filing system when necessary. Flags, via computer, cases not to be filmed due to death of a child or anticipated litigation.

Participates in audits of agency case~~s~~ records.

Assures correct filing order for all case files. Prepares case files to be scanned; completes scanning and archiving of case files.

Obtains needed records for a complete case file at all times, which may include contacting caseworkers or other clerical staff. Performs routine clerical duties related to record management, i.e., filing referrals, loose documents, tapes, pictures; copying by using proper equipment.

Transfers hard copy case record information to the current agency medium for maintaining permanent closed case records (microfilm/computer image). Proofs and checks for completeness in an efficient and timely manner by using appropriate equipment for reading, duplicating and developing.

Performs and maintains the coordination and communication of closed adoption files. Provides records management by logging, controlling inventory and distributing case material while maintaining confidentiality. Performs required file management on merge/purge and minor mother breakaway cases.

Answers phones and takes messages. Appropriately responds to phone requests for release of information.

NON ESSENTIAL DUTIES

Performs other related duties as assigned. Acts as back-up to other agency clerical staff, including Switchboard Operator/Clerk .

ESSENTIAL BEHAVIORS

Ability to maintain confidentiality. Ability to effectively communicate with others required. Ability to stand, bend, stoop and reach. Must be well organized and have ability to work with high degree of accuracy and attention to detail.

MINIMUM QUALIFICATIONS

High school diploma or equivalent required. General knowledge of case structure and records system helpful. Ability to operate PC or ability to learn. Ability to operate various microfilm and imaging equipment (i.e. microfilm duplicating machine, microfiche developer and reader, scanner, archive writer etc.) or ability to learn. Good communication and public relations skills. Ability to work effectively in a multi-cultural work environment required.