



CITY OF NAPA
Human Resources Department
1541 Second Street
Napa, CA 94559

<http://www.cityofnapa.org/jobs>

INVITES APPLICATIONS FOR THE POSITION OF:
**Records and Information Management
Clerk (Temporary)**

An Equal Opportunity Employer

SALARY: \$22.00 - \$25.00 Hourly

OPENING DATE: 01/07/19

CLOSING DATE: 02/08/19 11:59 PM

DESCRIPTION:

Wanted: a dynamic Records and Information Management (RIM) phenom who is eager to tackle problems and make a positive impact on the City of Napa. You should possess a high degree of initiative, independent judgement, organizational ability and will be responsible for handling sensitive information with diplomacy and discretion.

This position will temporarily support the City Clerk's Department, who serves as the primary link between City Council, City staff, and the public. We are committed to providing maximum access to municipal government in an efficient, courteous, and professional manner. We anticipate the employment period for this **temporary position** to be 35-40 hours per week until July.

Note About Temporary and Part-Time Positions: Employees in these classifications are considered to be at-will, and are not covered by the City's Civil Service System. No benefits are afforded to temporary employees, with the exception of participation in the mandatory temporary employee retirement plan.

TYPICAL TASKS:

Under the supervision of the City Clerk, the records clerk will assist with integrating electronic records management concepts and practices with comprehensive information management policies and objectives to assure the integrity of all city information. Working with records coordinators from all departments, the records clerk will be responsible for, but are not limited to, the following:

- Identifying and preparing records for offsite storage and disposition
- Sorting, scanning and accurately indexing documents into records repository
- Updating metadata in records repository
- Providing technical direction and training to city staff members regarding records management
- Providing quality control of documents to verify completeness and accuracy when importing and scanning into record management system Laserfiche
- Providing administrative support to the City Clerk department

QUALIFICATIONS:

A typical way of gaining the knowledge and skills required for this classifications is:

Experience/Education:

- High school diploma, G.E.D. or equivalent
- Minimum of one year experience in municipal government or one year experience performing duties similar to that of a records clerk

Knowledge of:

- Basic RIM administration practices and terminology
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Knowledge and experience with Laserfiche and MS SharePoint is a plus
- Knowledge of basic functions and structure of municipal government
- Familiarity with offsite storage practices and vendors, especially Corodata.
- Exceptional verbal and written communication skills
- Comfortable with detail-oriented tasks
- Being flexible and adaptable to change
- Ability to work independently with minimal supervision
- Ability to make good judgments that produce optimal outcomes
- Excellent customer service skills

SUPPLEMENTAL INFORMATION:

Please list all employers held within the last ten years in the work history section of your application. You may include history beyond ten years if related to the position you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may result in disqualification.

What happens next?

We will review your application and all supplemental materials to select the best qualified applicants to continue in the process. Screening will include a review of minimum qualifications, application appraisal rating of education, training and experience and relevance of background qualifications related to the target job as well as supplemental questions if applicable.

Applicants selected to move forward in the process may be asked to participate in any combination of the following (at any phase of the selection process): a written examination, job related exercise, phone interview, in-person interview(s), and/or web-based testing.

Reasonable Accommodations: The City of Napa Human Resources Department will make reasonable efforts in the examination process to accommodate qualified disabled applicants. Individuals with disabilities who would like to request an accommodation in the testing process must inform the HR Department in writing by the final filing date. A Reasonable Accommodation Request Form is available from HR and may be obtained by calling 707-257-9505, or dial 7-1-1 for the California Relay Service, offering free text-to-speech, speech-to-speech, and Spanish-language services 24 hours a day, 7 days a week.

The City of Napa is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofnapa.org/jobs>

RECORDS AND INFORMATION MANAGEMENT CLERK (TEMPORARY)
AT

Position #9N0015

1541 Second Street
Napa, CA 94559
707-257-9505

hr@cityofnapa.org

Records and Information Management Clerk (Temporary) Supplemental Questionnaire

- * 1. How many years of experience in the municipal government do you possess?
 - None
 - 1-2 Years
 - 2-3 Years
 - 3-5 Years
 - 5+ Years
- * 2. How many years of experience in records management do you possess?
 - None

- 1-2 Years
- 2-3 Years
- 3-5 Years
- 5+ Years

* Required Question