



Records Management Supervisor

Job Description

Department: Clerk
Position: Career Service
Grade: 720
Supervisory: Supervisor
Reports to: Public Services and Records
Manager

Summary

Under general guidance and direction of the Public Services and Records Manager, supervises the storage and maintenance of various County records, including scanning, filming, proofing, and film processing. Supervises Records Management activities and employees and may function as back-up to clerk for County Commission meetings.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently; conduct ongoing individual meetings.
2. Identify, evaluate, and resolve personnel concerns.
3. Evaluate performance and conduct performance appraisals.
4. Assist with staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary actions in accordance with County policies and procedures.
5. Teach disaster preparedness procedures in conjunction with the Utah County Risk Management Committee.
6. Scan, index, and link documents, reports, and maps daily; utilize appropriate computer and County software; verify document approval; determine appropriate resolution, lighting, density, reduction ratio, sharpness, and completeness of images; index film appropriately to facilitate access and retrieval.
7. Provide copies of documents and microfilm to County departments and the public, as requested.
8. Function as liaison with assigned County departments; oversee and conduct records management training and maintain records management system including digital data to ensure

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Job Title: Records Management Supervisor
FLSA: Non-Exempt
Effective Date: 2/2/2024
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Supervisor

proper use, storage, and disposal of records by County departments; oversee, coordinate, and respond to project requests.

9. Coordinate and prepare for scheduled shredding; move and stack boxes; break down and fold boxes.
10. Ensure proper use, storage, and disposal of records by County departments; conduct records management training; maintain records management system, including digital data.
11. Ensure accuracy, authenticity, and quality of records produced from scanning and filming; audit records and recommend changes to procedures, as needed.
12. Oversee and maintain an accurate computerized inventory of documents at the records center pertaining to storage, life cycle, retention, classification, identification, destruction dates, and shredding of County records.
13. Facilitate efficient record retrieval and inventory; accurately enter appropriate record data into appropriate software; maintain accurate inventory of Records Center.
14. Maintain inventory of equipment and supplies; submit requests for purchases.
15. Oversee cleaning and maintenance of equipment; process maintenance agreements.
16. Supervise and perform moving, retrieving, shredding, copying, refiling, and storing of records and microfilm; re-box and label records and microfilm in damaged boxes, as appropriate; assist County departments by researching and providing information and documentation of records when requested, including GRAMA requests in a timely manner.
17. Ensure security of records and storage areas to prevent unauthorized entry at all times.
18. Assist with the expungement of documents; coordinate with the Sheriff and Attorney offices; adhere to rules and regulations of expungements.
19. Restore and preserve historical documents and damaged books.
20. Remain current on laws, procedures, and practices pertaining to the retention and disposition of public records.
21. Create backup CD for digital images.
22. May attend records management training provided by Utah State Archives Department, as assigned.

Knowledge, Skills, and Abilities

- Knowledge of standard office practices and procedures
- Knowledge of Government Records Access Management Act (GRAMA) and other laws, standards, and policies related to record management
- Knowledge of mechanical applications
- Knowledge of procedures relating to records preservation
- Knowledge of contingency planning
- Skilled in record keeping, records protection, and preservation procedures
- Skilled in supervisory techniques
- Skilled in reading, writing, and basic math
- Skilled in word processing and basic computer programs

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- Skilled in creating documents and basic spreadsheets
- Skilled in operating scanners, archive writers, and CD burners
- Skilled in 10-key
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to maintain strict confidentiality when working with sensitive records
- Ability to maintain high levels of concentration and attention to detail
- Ability to communicate effectively verbally and in writing
- Ability to coordinate multiple tasks efficiently
- Ability to supervise and train others while maintaining own workload
- Ability to make effective presentations

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in a professional office environment. Work may expose the incumbent to possible bodily injury from lifting boxes and climbing ladders. This job requires the use of protective devices such as earplugs, gloves, masks, and back supporters. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors. The employee works for sustained periods of time at a computer. The employee is required to type, file, and lift office supplies or equipment up to fifty (50) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of complex clerical support work experience, including two (2) years directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisory experience.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.
3. Preference may be given to applicants who have documented proficiency in 10-key.

Additional Eligibility Qualifications

1. Selected incumbents must obtain Records Information Management (RIM) certification within the probationary period for new hires or the trial period for promoted County employees. Incumbents must maintain certification throughout the duration of employment.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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