

RECORDS MANAGEMENT CLERK-INTERN

The Fayette County Clerk's office is requesting an intern to fulfill several record management projects that are needed in order to maintain compliance and proper records retention within the office.

It is the desire of this office to use more technology to enhance the records management process. This desire cannot be met until the current system has been addressed. The intern for this position would allow the clerk's office to move forward with the plans to bring the current records into compliance and begin a new technology based system that would be researched and recommended by the intern for the county.

The duties and responsibilities are areas we are prepared to offer training to the intern that is selected.

Department: Board of Commissioners

Reports to: County Clerk

Function/Purpose: Performs records management duties for the County Clerk's office.

Duties and Responsibilities

- a. Organize, scan, index and classify active and inactive paper and/or electronic documents and data for the operational files, administrative files, archived files and record retention.
- b. Maintain records management systems and verifies that they are accurate and current by reviewing each document, and classifying each document, maintaining the record file for each system and inserting documents into the appropriate record.
- c. Create and maintain a database of records inventory and retention in compliance with the Georgia Records Act.
- d. Maintain a variety of records for the county office in various formats for the purpose document retention, retrieval storage and destruction of records according to departmental records retention schedules.
- e. Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information regarding records management processes and procedures.
- f. Perform administrative duties as it relates to the department to include but not limited to, meet and serve the general public, commissioners, consultants, contractors, etc., answer the telephone, investigate and answer inquiries, forward calls to the proper

departments, receive and convey messages, set appointments and prepare meeting room for meetings.

Minimum Requirements

Ability to accurately type and proofread general information.

Ability to communicate effectively, both verbally and in writing, with staff and the public.

Respond courteously and constructively to public complaints and requests, and to respond to inquiries by providing appropriate information and /or directing to an appropriate person.

Ability to be a self-motivated, retain concentration, and work independently with frequent interruptions in order to process a considerable workload within establish time frames.

Ability to lift boxes of medium weight (approximately 25 lbs).