



TEMPORARY RECORDS
ASSISTANT MANAGEMENT
CLERK
PART-TIME NON-EXEMPT

A. GENERAL PURPOSE

Under the general direction of the City Secretary, responsible for organizing, and coordinating the storage and maintenance of City records.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in the facilitation of updating and administering internal filing systems for City departments; provides records management assistance to all departments.
2. Assists City Secretary with the maintenance of records retention and destruction for all City records; conducts inventories and audits; maintains records of all paper documents that have been destroyed.
3. Assists city departments with maintenance of records; facilitates departmental records destruction through distribution and assistance of Destruction Schedules; accepts records for destruction and facilitates the destruction of documents.
4. Scans documents into the records management system; verifies quality and legibility of all documents scanned.
5. Provides administrative support to the City Secretary; greets visitors, answers telephone calls, and directs callers to the appropriate party.
6. Performs other tasks as assigned by City Secretary.

C. SUPERVISION

Works under the general direction of the City Secretary.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. High School Diploma or GED equivalent preferred.
2. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
3. Ability to communicate effectively orally and in writing.
4. Ability to handle confidential and sensitive information while maintaining confidentiality.
5. Ability to type, file, sort documents, and post notices.

E. TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office; email; phone; printer; copy machine; and fax machine.

F. SPECIAL REQUIREMENTS

1. While performing the duties of this job, the employee is required to sit for extended periods of time.
2. The employee must be able to carry, lift, hold, push and/or pull up to 20 pounds of office supplies, files, equipment, and furniture.
3. The employee must be able to move around city hall and among sites throughout the City of Dripping Springs.

G. WORK HOURS

This is a temporary part-time non-exempt position for ~~1520~~ hours per week. Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday, except holidays. This position is eligible for overtime as described in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL. Any overtime hours performed must be preapproved by the direct supervisor. Day and time of work is flexible, but employee must be present at least two (2) days per week.

H. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works inside an office.
2. The noise level in the office work environment is usually mild.

I. SALARY

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

J. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age,

national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*