



## **TOWN OF SURFSIDE RECORDS TECHNICIAN / ASSISTANT TO TOWN CLERK**

**DEPARTMENT:** TOWN CLERK

**NON-EXEMPT**

### **GENERAL DESCRIPTION:**

Coordinates Town records in accordance with state guidelines to ensure proper access, inspection and disposition of public records. Assists Town Clerk with maintaining and disposition of town records and provides statutory reports. Provides clerical and administrative support to the Town Clerk.

### **ESSENTIAL JOB FUNCTIONS:**

1. Coordinates the accessing, reference, retrieval and disposal of public records that must be maintained for future reference and public request.
2. Maintains town record files on-site and coordinates off-site storage and retrieval functions.
3. Maintains records retention and destruction schedules for both active and inactive records in accordance with prescribed regulatory standards and prepares destruction reports as required by law.
4. Performs imaging tasks for various public record documents.
5. Maintains official books of ordinances, resolutions and Commission minutes and packets.
6. Updates Town of Surfside Code Books.
7. Composes departmental correspondence and performs routine clerical and administrative work
8. Processes incoming and outgoing mail for the department and distributes mail to the Town Commission.
9. Assists in the preparation and distribution of Town Commission agenda.
10. Sets up Commission Chambers for meetings.
11. Maintains database of Town Boards and Commissions.
12. Provides clerical support to Town Clerk.
13. Maintains Town Clerk's calendar, takes messages.
14. Maintains meeting room calendars.
15. Composes meeting notices and posts on website calendar, performs other website postings.
16. Prepares purchase orders and check requisitions for the department. Maintains supplies for the department.
17. Assists with travel arrangements, meetings and conferences for the Town Clerk. Processes travel related reports and reimbursements.

18. In conjunction with the Town Manager's office, facilitates arrangements for travel and meetings for Elected Officials. Processes related expense reports and reimbursements.
19. Attends Record Management Training as required.
20. Records official documents with the County Clerk through e-recording.
21. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of modern management practices and principles.
- Knowledge of Sunshine laws and their application to municipal government.
- Knowledge of archives and records management laws, systems and technology.
- Knowledge of basic filing principles and procedures.
- Knowledge of record scanning software and hardware.
- Knowledge of Word, Adobe and Excel.
- Knowledge of and experience with e-recording.
- Ability to input and retrieve data via computer.
- Ability to evaluate needs and prioritize them.
- Ability to communicate in writing and orally.
- Must have strong customer service skills.
- Must be a self-starter.
- Ability to become a certified records manager.

**EDUCATION AND EXPERIENCE:**

A combination of education and experience equivalent to post-secondary training in business, public administration or related fields. Five (5) years' experience preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Certified Records Management Certificate preferred or the ability to obtain such a certificate within one year.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Ability to lift, bend and stretch.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

---

Effective 10-1-2010; Revision History: 2/13/2012; 1/20/2021

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature:  \_\_\_\_\_