



# IMAGING CLERK

**Department:** City Clerk  
**Division:** \_\_\_\_\_  
**Reports to:** City Clerk/Treasurer

**Classification/Grade:** 15  
**FLSA Status:** Non-exempt  
**Date Approved:** \_\_\_\_\_

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

## **DEFINITION**

The Records Clerk works under the supervision of the City Clerk/Treasurer and Duty City Clerk. Prompt, considerable tact and finesse are required when working with the public. Manage city records the document imaging database system.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Work and train with the City’s approved software programs for records management.
3. Use prompt, considerable tact and finesse when working with the public.
4. Extract, index, scan and manage city documents.
5. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
6. Possess writing skills and be capable of writing and issuing handwritten and computer generated notices, and directives.
7. Conduct research and prepares reports and informational materials as necessary.
8. Be dependable and meet acceptable attendance requirements at all times.
9. Follow all applicable safety rules and regulations.

## **OTHER JOB FUNCTIONS**

- A. Use other office equipment such as automated mailing machine, laminator, fax, and scanner.
- B. Perform other related duties as assigned.

## **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

### **Knowledge of:**

- City document imaging database program/s.
- Knowledge of state ARMA regulations and the State Archival Records Retention Library.
- Modern organization and management principles.
- Basic office machines, computers, and business skills; software such as Microsoft Word and Excel.
- Public relations techniques, dealing with multiple customers and/or upset customers.

### **Ability to:**

- Work well with other city employees.
- Attend training when needed.
- Communicate orally with tact and diplomacy.
- Produce written documents with clearly organized thoughts using proper sentence, construction, punctuation, and grammar.

- Comprehend and implement directives from upper management with positive compliance.
- Learn job-related material through oral instruction, observation, and reading, to effectively perform job duties.
- Enter data or information into a standard computer and operate computer in Windows platform.
- Work harmoniously and tactfully with other City employees, representatives of organizations conducting business with the City and the public.
- Plan and organize own work load within constraints; make appointments and set meeting with applicants.

**Special Requirements:** Position will require the performance of other essential and marginal functions depending upon work load.

**Experience, Education and Training:**

Any equivalent combination of training, education, and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E. D.

Experience: Two (2) years experience in business office or clerical position.

Training: General office and computer skills, including typing and word processing.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Class “C” driver’s license.

**WORKING CONDITIONS**

Work is performed under the following conditions:

**Physical Requirements:**

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Moderate physical exertion is required due to occasional bending, twisting, reaching, kneeling, walking and standing. Must be able to handle stressful situations, attend some breakfast, lunch, or evening meetings, travel to off-site facilities and must carry/lift/push or pull loads of up to 30 lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved July 2007  
October 2009