



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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12611 Ravenwood Drive • Suite #350 • Chardon, Ohio 44024

## ***Job Opportunity#2607 Post from Friday, April 7, 2023 until Filled***

**Position:** Archives & Records Clerk  
**Department:** Archives & Records Center  
**Pay Grade:** 5  
**Compensation:** \$14.25/Hr. Excellent Benefits Package

**Definition:** Under direct supervision of the Department Supervisor, performs clerical support to all department functions including retrieval, disposal, scanning and microfilm quality control. Is responsible for twice daily delivery and retrieval of departmental records to and from the Archives and Records Center as well as pay-ins for other departments as required; files and re-files records daily in accordance with established procedures; Performs related duties as required.

### *Typical Examples of Duties & Percentage of Time:*

- 30-35% Collects record files, mail, and pay-ins for delivery to appropriate departments in accordance with established procedures; Signs records out of the Center; Delivers as instructed; Obtains signature from authorized personnel when delivery is completed; Delivers returned records, mail and other documents to the appropriate department; Performs daily re-filing of returned records; Lifting and moving of boxes which may weigh as much as 50 pounds;
- 30-35% Sorts material in preparation for disposal; Prepares records for scanning and microfilming (e.g., removing paper clips, removing staples, etc.); Scans records for permanent retention as directed; Performs related duties as required.
- 25-30% Answers the phone and responds to visitors; Assists with general clerical tasks relating to records management including transferring, accessioning, and disposal; assists in responding to public records requests; Other clerical duties as assigned;
- 1-5% Maintains general order and cleanliness of facility including regular dusting, sweeping and vacuuming.

*Knowledge, Skills and Abilities:*

Knowledge of (1) departmental rules, regulations and procedures\*, (2) location of county offices;

Skill in (3) the safe and efficient operation of a motorized vehicle; (4) operating microfilm and scanning equipment; (5) the use of modern computer equipment and programs;

Ability to (6) establish and maintain cooperative and effective working relationships with others; (7) perform manual labor tasks; (8) maintain records; (9) regularly lift and move boxes and other materials weighing up to 50 pounds

\* *Developed after employment*

*Suggested Training and Experience Requirements:*

Associate degree; or any combination of education and experience that provides the requisite knowledge, skills and abilities of the job; experience in local government records preferred.

*Additional Requirements:*

Must pass (test negative) pre-employment drug test.

Requires vision (which may be corrected) to read small print

Requires regular and, at times, sustained physically demanding work, typically involving some combination of climbing and balancing

Require mobility to stand, stoop, reach and bend

Perform work which involves lifting, pushing and/or pulling of objects weighing as much as 50 pounds.

Is subject to inside and outside environmental conditions.

Please submit your resume and application to the Geauga County Commissioners, Attn: Human Resources Administrator#2607 at 12611 Ravenwood Dr. Suite 350, Chardon, OH 44024

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>

2/13/23

