

MONTGOMERY COUNTY RECORDS CENTER & ARCHIVES

JOB DESCRIPTION

Class Title: Records Center Specialist

Salary: \$13.38-\$17.22 Hourly; \$27,830-\$35,818 Annually

Job Type: Full time with benefits

Location: 117 S. Main St., Dayton, Ohio

Department: Records Center & Archives, Records Center

Job Class Concept: Developmental level in the records and archives management occupation requiring a working knowledge of office practices, customer service and records retrieval techniques in order to provide timely and accurate reference services to county offices and the general public.

Job Duties: Under general supervision, maintains the records control system and provides information and records in the Records Center & Archives to the general public or originating offices. As instructed, maintains the computerized index and check-out system, ensuring accurate and timely reference services to all offices and the public for all records stored in the Records Center & Archives. When so instructed, processes and labels record boxes received from offices for storage. Independently retrieves records and files when so requested by offices and the public. Returns records to their proper locations, files documents received in the Records Center & Archives and delivers records as a foot courier to offices located downtown. Answers telephone requests and assists walk-in visitors in accordance with Records Center & Archives procedures. Makes copies for the public, accepts fees and issues cash receipts. Performs basic genealogical and historical research when requested. May be asked to assist the County Records & Information Manager, the Records Center & Archives Supervisor and the Records Center Technician in providing accurate and timely storage, retrieval, imaging, reference and disposal services.

Minimum Class Requirements: Equivalent to a high school diploma. College credits in a related field preferred. Strong customer service background and basic computer knowledge and experience. Ability to lift 35-50 pound records center boxes without difficulty. Ability to get along well with others and maintain a positive attitude. Must have the ability to work as a member of a successful team.

This position may be subject to physical examination.