



# CITY OF MOLALLA

## EMPLOYMENT OPPORTUNITY

OSIV – Records Specialist

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FLSA Status: Non-Exempt  
Department: Administration – City Recorder  
Position Title: OSIV- Records Specialist  
Union Representation: Non-Represented

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### **JOB SUMMARY:**

Under general supervision of the City Recorder, performs a broad range of moderate to complex administrative functions in support of the City Recorder and the City's Records Management activities. Requires knowledge and understanding of records management systems, records retention rules and laws, and handling and management of city policies and procedures.

The Records Technician is distinguished from other Office Specialist IV classifications due to the specialized technical responsibilities, knowledge, and work performed. This classification is expected to function independently in daily tasks and is required to use judgment on non-routine matters. Problems are identified and solved, and unusual/complex problems are referred to a supervisor.

### **DUTIES AND RESPONSIBILITIES:**

Assists the department in administering the records management program, including correcting system errors or issues; takes necessary actions to ensure that records are archived, retained, purged or expunged according to guidelines set forth by City policy, and State of Oregon Records Retention Rules. Maintain files and records to ensure easy retrieval, safety and integrity of files and records in accordance with established processes and retention guidelines.

Responds to routine, non-routine and technical questions from internal and external customers. Performs customer service functions applicable to records release and maintenance, including receiving, responding to, and processing requests for public records.

Performs a variety of administrative duties including photocopying, scanning, faxing, filing, processing mail, drafting memos and other documents, ordering and maintaining office supplies. Proofreads, reviews for grammar, and edits documents as necessary. Creates templates, presentation materials, charts and graphics.

May perform other duties as assigned. Follows all safety rules and procedures for work areas. Maintains cooperative working relationships with City staff, other organizations and the general public.

### **AUXILIARY JOB FUNCTIONS**

Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work area in a clean and orderly manner.

**QUALIFICATIONS:**

General knowledge of office practices and procedures, business English, word processing and spreadsheet software, clerical practices, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment. Equivalent to high school education and three to five years of general office experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**DESIRABLE QUALIFICATIONS:**

Knowledge of municipal government functional areas and specific word processing software utilized within the department. Knowledge of State of Oregon Records Retention Rules. Obtain Notary Public.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, and newly assigned personnel on site policies and practices.

**SUPERVISION RECEIVED:**

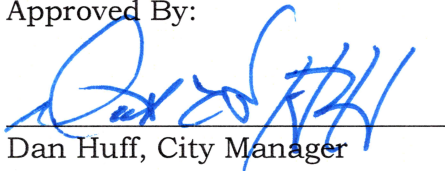
Works under the general supervision of the City Recorder.

**DISCLAIMER:**

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logically assigned to the position.*

*This job description does not constitute an employment agreement and is subject to unilateral change by the employer as the needs of the employer and requirements of the job change.*

Approved By:

  
\_\_\_\_\_  
Dan Huff, City Manager

6-12-24  
Date

I acknowledge receipt of job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date