

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 009278
Grade 11**

GOVERNMENT RECORDS & WAREHOUSE CLERK

DEFINITION OF CLASS:

The work of this class entails both clerical and manual labor duties supporting the County records management and surplus furniture programs. Contacts are primarily with employees of County departments and agencies, as well as with the State Attorney's Office and Court employees for the purpose of facilitating the storage, retention and retrieval of records. The work does not entail direct service or assistance to the general public.

Employees in this occupational class are responsible for receiving, transporting, imaging, cataloguing, inventorying, preserving and disposing of documents warehoused at the County Records Center, as well as for inventorying surplus office furniture. The work consists of related steps and activities that involve the execution of specific procedures. Detailed instructions are given for new or unusual work assignments and completed work is reviewed for adherence to established standards. The complexity of the work is derived from the related steps and processes which require thorough training or prior experience to readily distinguish differences amid easily recognizable situations and to act accordingly. The work is performed primarily in a records storage facility that is adequately lighted, heated, and ventilated and encompasses exposure to the general risks emanating from a warehouse function. The duties require the operation of a motor vehicle to transport records and furniture and entail the recurring lifting of materials weighing 25-70 pounds, as well as the ability to climb ladders to place and retrieve items stored on upper level shelves.

EXAMPLE OF DUTIES: (Illustrative Only)

- Utilizes various office equipment and software programs (e.g., copiers, fax machines, Microsoft Word, Excel, and Access) to image and enter data to track, store, and dispose of County records.
- Receives official County records in cartons, bound volumes, or other containers and validates proper labeling, checks material identification and transfer documentation for completeness; assigns location numbers to containers and stores them in appropriate shelf areas.
- Operates a truck/van to pickup and deliver archive materials and surplus furniture.
- Carries out housekeeping tasks within the Records Center following established security, safety, and fire prevention procedures for safe-guarding County records.
- Performs physical search, retrieval and refilling of materials requested.
- Arranges, labels, and repacks damaged, disorganized, or non-standard records containers in order to preserve records for reference and retrieval.
- Checks records inventory lists to identify records eligible for disposal.
- Operates paper shredder to destroy sensitive records.
- Assembles and disassembles shelving for records storage; changes storage configurations to meet space availability.
- Amasses and inventories surplus office furniture.

- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn the procedures of the County's records management program.
- Ability to use basic computer applications to record, store, and scan records management data.
- Ability to operate a heavy duty paper shredder, as well as the ability to operate other types of warehouse equipment such as hand carts, lifts, and service elevators.
- Ability to deal tactfully and effectively with people.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of experience operating light automotive equipment such as a delivery truck and/or step van and experience in the use of Microsoft Office Suite.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: None.

Physical Ability: Ability to regularly independently lift, push and/or pull materials weighing twenty-five (25) to seventy (70) pounds.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.
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PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core I Exam.

Class Established: December, 2005

Revised: April, 2010

August, 2013

October, 2014