



CITY OF MARYSVILLE
invites applications for the position of:
**Part-time Records
Assistant**

An Equal Opportunity Employer

SALARY: \$15.00 - \$20.00 Hourly

OPENING DATE: 02/13/19

CLOSING DATE: Continuous

POSITION SUMMARY:

Open until filled. First review of applications 2/26/19.

Hours: 20 - 25 hours per week (depending on the needs of the department).

This is a part-time temporary position lasting up to two years. This position is not eligible for healthcare benefits.

The City of Marysville is in the process of moving to an electronic document system. This position will assist various city departments in evaluating existing documents, categorizing documents and assigning retention schedules. This position will also assist staff in rotating and updating physical documents stored in the city's records room.

EXAMPLES OF JOB DUTIES:

Other duties may be assigned as needed.

1. Assist various departments in updating physical vault records.
2. Identify, evaluate and categorize various city department records.
3. Assign retention schedules to various records.
4. Performs other clerical and assistant duties as assigned.

QUALIFICATIONS:

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

- One year of business office experience is required; experience in a municipal environment is desirable.
- High school diploma or GED is required.
- Knowledge of records management systems, policies, and procedures.
- Ability to effectively operate windows based computer, including word processing, spreadsheet and other software applications related to assigned duties.
- Ability to research data and information using online search tools and sort information from printed documents or files.
- Ability to establish and maintain effective working relationships with co-workers, city staff and the public.
- Ability to provide excellent customer service, in sometimes stressful situations, to internal and external customers.
- Ability to communicate effectively both orally and in writing.

- Ability to perform several tasks simultaneously while maintaining accuracy of information and meeting deadlines.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality of business records and other information.
- Ability to maintain regular and reliable attendance.
- Must possess, or have the ability to possess within one month of hire date, a Washington State Driver's License.

WORK ENVIRONMENT:

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift up to 10 pounds; occasionally lift and/or move 10 to 20 pounds; and seldom lift 21 to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. This position works in an office, and the noise level in the work environment is usually low to moderate.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.

The City of Marysville is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, sexual orientation, or the presence of a non job-related medical condition or disability.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://marysvillewa.gov>

Job #00330
PART-TIME RECORDS ASSISTANT
MK

OUR OFFICE IS LOCATED AT:
1049 State Avenue
Marysville, WA 98270
360.363.8000
jobs@marysvillewa.gov

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