

JOB OPPORTUNITY #2610-1
To be Posted Monday, November 18, 2019 until Filled

Position: **Records Courier**
Hours: Part Time, M-F
Department: Archives & Records Center
Compensation: \$9.56/Hr.

Definition: Under direct supervision of the Department Supervisor/Records Manager, is responsible for the retrieval, delivery and pick up of departmental records to and from the Archives and Records Center on a daily basis; files stored records as requested in accordance with established procedures; Assists others as directed; Performs related duties as required.

Typical Examples of Duties & Percentage of Time:

- 50-55% Reports to the Archives & Records Center; Collects record files, mail, and other documents 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 Center; Arranges pick up of records, mail and other documents to be returned to the Center. File retrieval and copies for external customers.
- 40-45% Maintains record of mileage for reimbursement; Re-filing of returned records as requested in accordance with established procedures; Sorts material in preparation for disposal; Prepares records for microfilming (e.g., removing paper clips, removing staples, etc.); Assists others as directed; Performs related duties as required.
- 1-5% Maintains general order and cleanliness of facility including monthly 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;

Ability to (4) establish and maintain cooperative and effective working relationships with others; (5) perform manual labor tasks; (6) maintain records; (7) interpret a variety of instructions furnished in written, oral, diagram, or schedule form; (8) hold and maintain a valid drivers license with acceptable driving record; (9) regularly lift and move boxes and other materials up to 50 pounds

** Developed after employment*

Suggested Training and Experience Requirements:

High school diploma or general education degree; Must be at least 18 years of age and possess a valid driver's license, an acceptable driving record and reliable transportation; and / or equivalent combination of education and experience.

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 which may be approximately 50 pounds.

Is subject to inside and outside environmental conditions.

Submit a resume and ***Application for Employment*** to the Geauga County Commissioners' Office, 470 Center Street, Building #4, Chardon OH Attn: HR Administrator #2601-1. Details and application form at www.co.geauga.oh.us.