

LANCASTER COUNTY RECORDS COURIER

NATURE OF WORK

This is entry level manual and clerical work receiving, storing and distributing records.

Work involves receiving, storing and distributing records. Work may also include maintaining inventory and location of records; disposing of eligible records; performing a daily delivery route; and maintaining a clean, orderly and secure records storage facility. An employee in this class may be responsible for the operation of a records storeroom. General supervision is received from an administrative or technical superior with work being reviewed in the form of accuracy, thoroughness, and compliance with written policies and standard operating procedures.

EXAMPLES OF WORK PERFORMED

Fill user requests for records, deliver the requested records and re-file the records when they return.

Transfer records to storage and record location information for each box using a bar code reader.

Upon approval from agencies, dispose of eligible records by using on-site shredder.

Utilize a computer database of records in storage to print reports for requested records, to look up records and to verify index of records in storage.

Maintain security of records storage facility; maintain a clean and orderly environment

Use a county vehicle to perform a daily delivery route; deliver boxes, files and mail to County and City departments.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of records inventory processes and procedures.

Knowledge of basic accounting principles and practices pertaining to the operation of a storeroom or inventory system.

Knowledge of proper storage and distribution procedures for records.

Ability to maintain statistical information and reports.

Ability to maintain routine records inventory.

Ability to perform heavy lifting.

Ability to communicate effectively both orally and in writing.

Ability to perform routine mathematical calculations.

Ability to establish and maintain effective working relationships with co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with experience in records inventory.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with some experience in records inventory or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

12/13

PS2449