CLASS SPECIFICATION

CHIEF RECORDS CLERK

DEFINITION

Under general supervision, supervises and participates in the processing and subsequent maintenance of legal or vital records and documents; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years clerical experience, including one year processing documents and records which required the interpretation and application of statutes, regulations and/or legal opinions OR and equivalent combination of training and experience.

LICENSE OR CERTIFICATE

NCIC/CJIS certificate.

SUPERVISION EXERCISED

Incumbents in this class are working supervisors, participating in all facets of processing and maintaining legal or vital records in a specialized clerical section. Incumbents perform supervisory duties, as well as take part in the processing of records and documents.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Supervise staff engaged in inputting data and processing a variety of legal or vital records and documents which includes: training staff, developing work schedules, assigning tasks, reviewing work for accuracy and evaluating performance.

Answer public and departmental inquiries regarding departmental policies and procedures and legal requirements for submission and processing of records/documents within the system.

Interpret and apply Nevada Revised Statutes, rules, regulations and established policies pertaining to the timely processing of legal and other vital records/documents, classifying records/documents, reviewing for completeness and accuracy and appropriate execution.

Compile data reflecting the volume and variety of records/documents processed and fees received, to be included in periodic reports required by other County entities.

Oversee the permanent or temporary retention, disposition and disposal of stored records/documents, according to established procedures or applicable Nevada Revised Statutes.

Develop, recommend and implement changes in office policies and procedures as necessary, for example, to incorporate applicable changes in laws and regulations, or to improve the efficiency of the operations.

Recommend requirements for staffing and supplies, projecting costs and providing written justification to management, assist in the interview and hiring process.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of:
Nevada Revised Statutes and other rules, regulations and legal opinions that apply to the function and scope of authority within the specialized clerical section to include knowledge of NCIC/CJIS.
Legal or other vital records/documents processed within the specialized clerical section.
Terminology and acronyms commonly used in the specialized clerical section.
Departmental policies and procedures.

Ability to:
Assign and supervise work, train subordinates and evaluate performance.

Entry Level (Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)

Knowledge of:
Office practices and procedures.
Principles and practices of supervision.

Ability to:
Perform basic math calculations, such as addition, subtraction, multiplication, division and percentages.
Read, interpret and apply statutes, regulations, legal opinions and other vital records/documents.
Compile data and complete reports.
Establish and maintain effective working relationships with co-workers, other agencies and the general public.
Communicate effectively both orally and in writing.

SPECIAL REQUIREMENTS
Essential duties require the following physical skills and work environment.

N/A

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved ______ WERCCS Job Evaluation Committee _________ Date __ March, 2001 __