

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Records Management Assistant	Reports To:	Assigned Supervisor
Salary Range:	A78	Approved by Board of Directors:	05/22/2019
FLSA Status:	Non-Exempt	Unit:	Unrepresented – Confidential
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

To provide highly responsible administrative, technical and/or secretarial support to management and departmental staff; to coordinate, monitor, and report on activities relating to records of the District of a routine and recurring nature; and to review and respond to routine administrative requests related to internal and public requests for records and information retained by the District and is designated in the Confidential Employee Unit.

Supervision Received and Exercised

Receives general direction from assigned supervisory or management personnel.

May exercise technician and functional supervision over assigned clerical personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Accesses and researches a variety of public and confidential information inclusive of employee information and labor contract negotiations.
2. Perform administrative projects for management and departmental personnel; research and compile background data; maintain records and files regarding department administrative activities.
3. Perform a wide variety of complex, responsible, and confidential secretarial and administrative duties for management personnel and in response to public records requests.
4. Receive, analyze, catalog and maintain a variety of records including District Board agendas and related staff reports, news releases and published articles about the District.
5. Maintain paper, microfiche and digital District records according the appropriate District policies and procedures.
6. Participate and assist in the development and administration of a department or division budget; prepare budget reports; compile annual budget requests; monitor and control expenditures.
7. Interpret and explain District and department policies, rules, and regulations in response to inquiries; refer inquiries as appropriate; assist in developing and implementing department policies and procedures in order to meet department objectives and regulatory requirements.

8. Create purchase orders; receive and review invoices and accurately code billing according to location and budget expense code; maintain necessary files.
9. Independently respond to letters and general correspondence not requiring the attention of management or supervisory personnel.
10. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
11. Develop, coordinate and implement program activities of the administration of District records activities; prepare technical documents related to program activities.
12. Perform technical duties related to area of assignment including interpreting, analyzing and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.
13. Assist professional staff in performing and conducting studies, special projects, administrative and technical functions; track statistical and technical data; perform data collection and routine analysis; prepare draft reports and technical documents.
14. Type, proofread, and compile a variety of reports, contracts, letters, memoranda, and other technical and administrative documents.
15. Assist the public with interpreting, understanding, and complying with District policies and procedures; coordinate with various District departments and outside entities as required.
16. Receive telephone calls including complaints, and provide assistance to callers using judgment as to calls requiring priority attention.
17. Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.
18. Provide administrative support for assigned task forces, commissions, and boards.
19. May order and purchase supplies for administrative operations and perform accounting functions related to ordering supplies, equipment and services.
20. May assist with the inventory of capital equipment and prepare necessary paperwork for the purchase, inventory and disposal of such equipment.
21. May maintain time card and payroll records and personnel files and records for management personnel including employee evaluations and disciplinary actions.
22. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
23. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of office management.
- Principles and practices of administrative and technical support.
- Principles and practices of public entity records management.
- Basic research methods and techniques.
- Principles and methods of business letter and report writing.

- Principles and practices of bookkeeping.
- Principles and practices of organizing and prioritizing the work of others.
- English usage, spelling, punctuation and grammar, arithmetic and basic mathematical calculations.
- Advanced use of modern office equipment including applicable computer applications including word processing, databases and spreadsheets.
- Principles and practices of effective customer service.

Ability to:

- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Perform routine research.
- Collect, compile, analyze and present a variety of data in a meaningful way.
- Review budget submissions and revisions for mathematical and accounting accuracy.
- Plan, organize and schedule priorities in the office.
- Compose general correspondence and letters.
- Interpret and apply administrative and departmental policies, laws, and rules.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Develop and recommend policies and procedures related to assigned office operations.
- Analyze situations carefully, recommend solutions, and adopt effective courses of action.
- Compile and maintain complex and extensive records and prepare reports.
- Prepare agenda items and take notes and write summaries of meetings.
- Type at a speed necessary for successful job performance.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible administrative and/or technical experience.

Education:

Equivalent to the completion of the twelfth grade preferably supplemented by course work in business, accounting or a related field.

License and Certificate:

Possession of, or ability to obtain a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties may include working in an outdoor environment, depending on assignment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.