

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Records Specialist  
**DEPARTMENT:** City Clerk  
**FLSA STATUS:** Non-exempt

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**GENERAL PURPOSE:**

Performs lead-level technical and professional work in the City Clerk department. Responsible for maintaining control of all record copies under the purview of the City Clerk department and coordinating prompt response to all public records requests in conjunction with all city departments. Works closely with the City Clerk. This position performs database indexing, scanning and electronic filing of City records, and quality assurance audits on all records. Develops and conducts internal public records training. Work is performed under general supervision with considerable latitude requiring initiative and independent judgment.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates the City's public records request program; oversees records requests including communicating with records requestors, delegating requests to City departments, calculating and collecting fees, and distributing finalized documents
- Delegates records requests and other work to City Clerk staff; reviews work for accuracy; trains staff on records management related tasks; may assist with performance evaluations
- Maintains city records and imaged documents in accordance with State of Florida Public Records Law and City requirements
- Acts as subject matter expert in records management, assisting City departments with records management related questions and requests
- Researches, recommends, drafts, and implements City policies and procedures relating to records management
- Scans and indexes City documents using scanning and other equipment
- Performs archiving duties, which include preparing documents, archiving documents, and/or sending documents to third party for archiving and reviewing final product for accuracy
- Accepts and stores archived city documents from city departments
- Monitors and complies with Florida public records retention schedules and federal exemptions

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- Works with vendors to set up new accounts, ensures working within guidelines of agreements and verifies invoices
- Develops and conducts internal training related to records management
- May answer phones and direct inquiries to the City Clerk's Department
- May assist with passport application acceptance and review
- May attend public meetings and transcribe minutes as necessary
- Performs related work as assigned and / or required

### **MINIMUM QUALIFICATIONS:**

Associate's degree in public administration, business administration, or a related field; supplemented by five (5) or more years of progressively responsible experience in Florida public records management which involved file index codes, public records requests, and researching documents; an equivalent combination of education, certification, training, and/or experience may be considered. Two (2) additional years of the required experience may be considered equivalent to an Associate's degree.

Bachelor's degree in public administration, business administration, or a related field and three (3) or more years of progressively responsible experience in Florida public records management which involved file index codes, public records requests, and researching documents is preferred.

Must pass the annual training and assessment test required by the U.S. Department of State for passport acceptance agents.

Florida Certified Records Manager (CRM) certification preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of records management systems
- Knowledge of Chapter 119 of the Florida State Statutes
- Knowledge of Chapter 286 of the Florida State Statutes
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in scanning and indexing records
- Skill in providing good customer service
- Ability to review documents with a critical degree of accuracy and a high level of detail
- Ability to be trained in utilizing optical imaging equipment
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work

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- Ability to regularly attend work and arrive punctually for designated work schedule

**PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date