

Records Scanner – Volunteer Position Description

The City of Eastvale is a dynamic, growing community in Riverside County. The City is diverse in both its citizenry and its businesses. Eastvale's government is responsible for representing and protecting those interests, as well as maintaining the infrastructure and quality of life within the City. These tasks are centralized in Eastvale City Hall.

City Hall is a complex, fast-paced working environment. Employees of the City of Eastvale are expected to exercise professionalism and courtesy, and must work efficiently and in accordance to applicable laws, codes, and regulations. Attention to detail is required.

DEFINITION

Under administrative direction, independently performs a variety of responsible, confidential, and complex professional, administrative, technical duties in support of the City's Records Management Program in the City Clerk's Department;

ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by volunteers in this position. A volunteer may not be assigned all duties listed and may be assigned duties which are not listed below.

Database Entry:

- Input City documentation into the City's records management, community development or financial software programs;
- Organizing and assigning electronic files and documents into the appropriate City database(s)

Records Management:

- Maintain office filing and storage systems while ensuring the integrity and organization of City records;
- Maintain confidentiality of sensitive City documents
- Comply with City Records Retention Schedule

EMPLOYMENT STANDARDS

Education and/or Experience:

Graduation from high school or a G.E.D. equivalent, preferably supplemented by coursework, training or certification related to office procedures.

Knowledge, Skills and Abilities:

Technologically literate with strong computer skills, including but not limited to, familiarity with Microsoft Word, Excel, Adobe and other commonly used software. Also required are strong organizational and record-keeping skills with a high level of attention to detail.

Licenses, Certificates; Special Requirements

None

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by volunteers to successfully perform the essential functions of this class Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee will be required to stand for extended periods of time, sit, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for item above or below desk level, and lifts and carries records and documents, weighing up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The employee typically works in an office environment.

NON-DISCRIMINATION and HARASSMENT POLICY

The City of Eastvale will not tolerate unlawful discrimination and/or harassment. All forms of discrimination and harassment are prohibited.

HUMAN RESOURCES POLICIES and INFORMATION

The City of Eastvale's Personnel policies and information are kept on file with the City Clerk. Copies of these detailed policies are available by request, and are covered in volunteer orientation meetings.