

Records Clerk

We are seeking a detail-oriented Records Clerk to join the Monongalia County Clerk's Office in our Records Management Department. The position is full-time (40 hours), non-exempt and is benefits eligible, including health care, retirement, paid holidays, and paid parking. Normal office hours are Monday - Friday 8:30 a.m. to 4:30 p.m. EST. The annual salary will be commensurate with experience, qualifications and work history.

Responsibilities

- Process the lifecycle of legal government records from creation to archiving, ensuring that all documentation is accurate, up-to-date, and compliant with relevant regulations.
- Facilitate the organization and storage of physical and digital records, implementing best practices for data management.
- Conduct regular audits of records to ensure accuracy and compliance, identifying and resolving discrepancies as they arise.
- Assist internal departments and the public with information retrieval requests, ensuring timely and secure access to necessary documents.
- Collaborate with IT and compliance teams to develop and maintain electronic records management systems.
- Exercise proper records handling procedures and adhere to compliance requirements.
- All other duties as assigned.

Required Qualifications

- An advanced academic degree (associate's, bachelor's, or master's) or at least 5 years of experience in a similar environment. A relevant certification in any records management or archiving is preferred.
- Strong understanding of data privacy regulations and compliance standards.
- Proficient in Microsoft Office Suite and experience with records management software.
- Ability to create and edit PDFs using Adobe.
- Ability to use equipment such as copy machines, postage machines, phone systems, etc.
- Ability to file documents alphabetically and chronologically
- Ability to comprehend and learn new database systems, programs, and equipment.
- Ability to lift at least 30 pounds and climb/descend multiple flights of stairs while carrying large record books.
- Must be able to maintain a professional and respectful attitude in both written and verbal communications with the public, vendors and co-workers.
- Must adhere to office policies regarding tardiness, attendance, personal appearance and dress code.
- Must be able to follow detailed directions and instructions without constant supervision.
- Ability to adapt to changing tasks and duties as required by office demands.
- Must be comfortable working in a fast-paced environment.

Preferred

- Experience using IDX Electronic Record Search database.
- Familiarity with electronic document management systems.
- Detail-oriented with strong organizational and multitasking skills.
- Experience with document scanning and archiving technologies.

Applications will be received until the close of business on April 30, 2025. Applications will be reviewed upon receipt.

Interested applicants should submit a cover letter and resume via email to:

Carye L. Blaney, County Clerk

cblaney@monongaliacountyclerk.com