JOBS OPPORTUNITY #2610-1
To be Posted Monday, November 18, 2019 until Filled

Position: Records Courier
Hours: Part Time, M-F
Department: Archives & Records Center
Compensation: $9.56/Hr.

Definition: Under direct supervision of the Department Supervisor/Records Manager, is responsible for the retrieval, delivery and pick up of departmental records to and from the Archives and Records Center on a daily basis; files stored records as requested in accordance with established procedures; Assists others as directed; Performs related duties as required.

Typical Examples of Duties & Percentage of Time:

50-55% Reports to the Archives & Records Center; Collects record files, mail, and other documents for delivery to appropriate departments in accordance with established procedures; Signs records out of the Center; Delivers as instructed; Obtains signature from authorized personnel when delivery is completed; Delivers returned records, mail and other documents to the Center; Arranges pick up of records, mail and other documents to be returned to the Center. File retrieval and copies for external customers.

40-45% Maintains record of mileage for reimbursement; Re-filing of returned records as requested in accordance with established procedures; Sorts material in preparation for disposal; Prepares records for microfilming (e.g., removing paper clips, removing staples, etc.); Assists others as directed; Performs related duties as required.

1-5% Maintains general order and cleanliness of facility including monthly dusting, sweeping and vacuuming.

Knowledge, Skills and Abilities:

Knowledge of (1) departmental rules, regulations and procedures*, (2) location of county offices; Skill in (3) the safe and efficient operation of a motorized vehicle;
Ability to (4) establish and maintain cooperative and effective working relationships with others; (5) perform manual labor tasks; (6) maintain records; (7) interpret a variety of instructions furnished in written, oral, diagram, or schedule form; (8) hold and maintain a valid drivers license with acceptable driving record; (9) regularly lift and move boxes and other materials up to 50 pounds

* Developed after employment

**Suggested Training and Experience Requirements:**

High school diploma or general education degree; Must be at least 18 years of age and possess a valid driver’s license, an acceptable driving record and reliable transportation; and / or equivalent combination of education and experience.

**Additional Requirements:**
- Must pass (test negative) pre-employment drug test.
- Requires vision (which may be corrected) to read small print
- Requires regular and, at times, sustained physically demanding work, typically involving some combination of climbing and balancing
- Require mobility to stand, stoop, reach and bend
- Perform work which involves lifting, pushing and/or pulling of objects which may be approximately 50 pounds.
- Is subject to inside and outside environmental conditions.

Submit a resume and *Application for Employment* to the Geauga County Commissioners’ Office, 470 Center Street, Building #4, Chardon OH  Attn: HR Administrator #2601-1. Details and application form at [www.co.geauga.oh.us](http://www.co.geauga.oh.us).