

RECORDS COORDINATOR (PART-TIME POSITION)

Reports to: Fiscal Officer

General Purpose:

Under the direction of the Fiscal Officer, process public record requests, file and assist with clerical work. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email ensuring that all duties are completed accurately and delivered with high quality and in a timely manner. Rely on experience and judgement to plan and accomplish goals and a wide degree of creativity and latitude is expected.

Minimum Qualifications:

Minimum high school diploma or GED equivalent required. Customer service experience and excellent computer skills, with knowledge in Microsoft Office products such as Word, Excel, and specialized utility software preferred.

Necessary Knowledge, Skills, and Abilities:

Knowledge in records, bookkeeping, accounts receivable, and collections. Ability to communicate effectively, orally and in writing. Ability to sort, file and maintain Village of Milan Records.

Duties and Responsibilities:

1. Receive and log in requests for Public Records from Village files.
2. Use a log to date and assign tracking number to the request.
3. Process requests in a timely manner.
4. Determine validity of the request per state requirements. If not valid notify the requester as such.
5. Work with appropriate Village officials to obtain requested records from Village files.
6. Review and redact information from the records per state guidelines.
7. Log out record requests when completed and date. Note any issues that arose during the processing of the information. Note number of records provided to fulfil the request.
8. Notify Fiscal Officer of any issues regarding request.
9. Transfer requested records to the requester.
10. Notify the requester of delays in obtaining the records and an estimate as to when the information will be available.
11. Remove any records the Village is required to maintain in accordance with our Record Retention Schedule(s).

12. Maintain and monitor storage of records to ensure that environmental conditions do not cause the required records to deteriorate.
13. The Records Coordinator will be designated as an assistant to the Fiscal Officer.
14. Customer Service – communicate with the public in a positive, helpful manner.
15. Filing, copying, computer data input as needed.
16. All other duties performed in the Village of Milan as deemed necessary.