



DATE	APRIL 2024
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Records Coordinator
 DEPARTMENT/DIVISION: Various
 REPORTS TO: Varies

SUMMARY: Performs a variety of specialized clerical activities in support of various divisions, which may include managing a variety of assigned projects such as agenda planning, meeting preparation, official document collection, Open Records processes, and other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- May serve as a lead to lower-level staff, which includes: prioritizing and assigning work; training staff on work methods and procedures; and/or, performing other related activities.
- Provides complex, specialized administrative support in maintaining lists, preparing meeting agendas and minutes, maintaining departmental records, preparing and publishing legally required notices, setting up and maintaining databases, and/or other related documents.
- Prepares, processes, receives, sorts, and distributes a variety of reports, lists, correspondence, packets, deliveries, and/or other related information.
- Creates a variety of written business documents, which may include: memorandums, brochures, letters, agreements, and/or other related items.
- Provides administrative support, which includes: preparing and proofing reports, forms, and correspondence; updating internal manuals; monitoring the accuracy and implementation of applicable website and related updates; making travel arrangements; maintaining calendars; overseeing and maintaining office filing system; prescreening mail; answering and monitoring phones; taking and transmitting messages; and/or, performing other related duties.
- Responds to routine and sensitive requests for information and assistance; provides information regarding applicable rules, policies, and regulations; researches and resolves concerns and complaints from internal and external customers; refers inquiries as appropriate.
- Maintains appropriate inventory levels within assigned area of responsibility.
- Performs other duties as assigned.

POSITION SPECIFIC FUNCTIONS:

City Secretary’s Office:

- Performs a variety of specialized clerical activities in support of the City Secretary’s Office and City Attorney’s Office, which may include: managing a variety of assigned projects such as agenda planning, meeting preparation, and official document collection; maintaining official meeting minutes; assisting and communicating with; professional staff and general public.

- Coordinating Records Management and respective training for the city including destruction requests and off-site storage scheduling; regular review of the Records Management Policy to ensure compliance with state law; works with all departments to ensure their records management practices comply with the Policy working with departments to respond to open records requests in accordance with the Texas Public Information Act; assisting with the issuance of Texas Alcohol Beverage Commission permits; maintaining council and board and commission applications and records, compiling data.
- Participates in routine, Commission, City Council, and/or Board meeting activities, which includes: maintaining agendas, minutes, and legally-required postings; preparing notary forms; administering oaths to new members maintaining historical meeting records; and/or, performing other related activities.

City Attorney's Office:

- Facilitates the Open Records process and procedures for the City.

Police Business Services:

- Performs a variety of complex administrative support functions in support of the Business Services Unit for the Police Department. Acting as liaisons between the Police Department and the District Attorney's offices of Collin, Dallas and Denton Counties, and the Texas Department of Public Safety.
- Manage the fulfillment of Open Records Requests for the Police Department and lawful subpoenas by delegating tasks, monitoring progress, acting as the liaison with other department units and city departments, and review the final product.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- May act as Team Lead.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Knowledge of modern office procedures and equipment;
- Knowledge of mathematical concepts;
- Knowledge of filing procedures and practices;
- Knowledge of the English language, grammar, and punctuation;
- Knowledge of administrative support principles and practices in area of assignment;
- Knowledge of report preparation techniques;
- Knowledge of basic budgeting principles;

Skilled in:

- Skilled in maintaining various confidential records;
- Skilled in applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Skilled in preparing and proofreading a variety of reports and/or documentation;
- Skilled in exercising judgment and discretion;
- Skilled in keyboarding;
- Skilled in recognizing problems, identifying alternative solutions, and making

- appropriate recommendations;
- Skilled in maintaining inventory and supplies;
 - Skilled in prioritizing work and performing multiple tasks;
 - Skilled in preparing meeting agendas and minutes;
 - Skilled in researching and compiling data;
 - Skilled in maintaining sensitive and confidential information;
 - Skilled in providing customer service;
 - Skilled in operating a computer and related software applications;
 - Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Two years progressively responsible administrative support experience.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.