

**CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
40700 Romeo Plank Road
Clinton Township, MI 48038
Phone: 586-286-9342
Fax: 586-263-8424
www.clintontownship.com**

February 28, 2023

JOB VACANCY

JOB TITLE: Records Analyst
DEPARTMENT: Clerk's Office
SALARY: \$64,757 - \$74,845

GENERAL SUMMARY:

Under the direction of the Township Clerk and/or Township Deputy Clerk this position is responsible for the coordination and maintenance of the Township's official Electronic Content Management Systems. Also, performs other related work as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position is responsible for developing, implementing, and monitoring records procedures and business processes and workflows; coordinating the implementation, maintenance, retrieval, protection, retention, and destruction of all records in accordance with the Clerk, Deputy Clerk, Township policy, legal, financial, government and historical requirements within Laserfiche; as well as, maintaining publication reports in regard to records management. Also, serves as liaison to all departments on records analysis; troubleshoots hardware and software problems and concerns; provides information and research assistance regarding Township records to the public and Township employees. Furthermore, answers and responds to inquiries and/or complaints, in person and on the telephone, from employees, the public, and other governmental agencies; and when necessary, refers them to the appropriate person and/or department. Performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

This position requires proficient knowledge of computers and electronic data management processing including word processing, excel, and other software programs; as well as knowledge of the following office equipment: personal and networked computers, printers, computer keyboards, facsimile machines, copy equipment, voice messaging, electronic mail systems, postage machine, calculator, telephone equipment and other office equipment as assigned. Applicant must have expertise in technology driven data management including archives, business continuity planning, workflows, forms, and templates; and, also have exceptional organizational, project management and communication skills with an attention to detail; prepare and maintain a wide variety of records and reports according to accepted standards. Also, an individual in this position must have the ability to maintain strong interpersonal skills and effectively communicate ideas and concepts orally and in writing; work effectively alone or as a member of a team with minimal supervision, and independently schedule workload and prioritize assignments. In addition, applicant must have the ability to establish and maintain effective working relationships when dealing courteously with employees, elected officials, other governmental and regulatory agencies, as well as the public; be comfortable with frequent contact and communication with department supervisors, clients, vendors and the general public; critically assess situations, solve problems, and work effectively within deadlines, changing work priorities and stressful situations; and, to train others.

EDUCATION AND EXPERIENCE:

This position requires that an individual have a degree in the following fields or presently be enrolled in information technology, data management, or project management classes or equivalent combination of education and experience which results in the necessary knowledge, skills, and abilities to perform essential job functions may be considered. Also, experience in ECM-Enterprise Content Management Software, Laserfiche preferred, business processes, workflows, forms, and information technology. Must possess a valid Michigan driver's license and good driving record and maintain both while employed in this position. Successful completion of Civil Service Examination is required, and applicant must meet all requirements set forth in the Employees Civil Service Ordinance.

PLEASE NOTE: Interested, eligible candidates must apply to the Clinton Township Employees Civil Service Commission on or before the close of business, Friday, March 17, 2023. Pre-employment background investigation and substance abuse testing is required. The Charter Township of Clinton is an Equal Opportunity Employer, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or disability.