

October 9, 2013

**City of St. Charles
Employment Opportunity - Internal/External Posting**

**Records Management Specialist
Part-time (10:00 AM – 3:00 PM)**

Job Description

This position performs image conversion by scanning, classifying, and indexing City documents and records from paper and electronic files; performs filing, archiving, locating, and retrieving records from the electronic document management system and hard copy record system; processes Freedom of Information Act Requests received by the City; is a designated FOIA Officer; and maintains a high level of customer service and quality expectations as set forth by the Records Management Department.

Requirements

This position requires a high school diploma or equivalent, with an Associate's degree in business administration, public administration, or related subject is desirable. A minimum of two (2) years of office support experience working with document scanning/editing software within records/library department preferred. Working knowledge of current document imaging procedures and practices used in establishing, maintaining, and controlling an extensive computerized records system is desirable along with strong computer skills including e-mail, database activity, word processing, spreadsheets, and scanners is required. The ideal candidate should have excellent organizational and effective interpersonal skills to provide professional customer service and interact with elected and appointed officials, employees, agencies, other governmental units, and the public. Strong written communication skills are also required.

This position requires the ability to lift up to 40 lbs. and to work standing and bending from the waist on a daily basis (see job description for specific physical ability required). Employment is contingent upon passing a post offer background investigation, drug screen, medical exam, and functional capacity evaluation.

Salary

Starting pay is \$18.46 per hour.

Application Instructions

External applicants - Apply on line at www.stcharlesil.gov by **Wednesday, October 30, 2013**. Complete the on-line employment application – must include salary history. Resumes should be attached in the on-line application. Any additional documents can be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4415.

Internal applicants - Complete the Internal Employment Application and submit it to Human Resources by **4:30 PM on Wednesday, October 30, 2013**. The Internal Employment Application is available on the iNet or from the Human Resources office.

The City of St. Charles is an Equal Opportunity Employer.