

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

RECORDS LIEN TECHNICIAN

Department: Building Safety
Pay Grade: 104
FLSA Status: Non-Exempt
Job Class: 6050
Risk Code: 8810

JOB SUMMARY

Responsible for maintaining all department records in accordance with Florida State laws and County regulations. Responsibilities include maintaining automated systems for storing, retrieving, archiving and destruction of records; providing information in response to Public Records Requests under the Florida Public Records Act (Sunshine Law); and processing Property Lien Search Requests.

ESSENTIAL JOB FUNCTIONS

- Oversees the maintenance of the Building Department's permitting and licensing records.
- Maintains and updates operating procedures within assigned area of responsibility.
- Provides information in accordance with Public Records and Records Retention laws, regulations, and policies.
- Provides public information relative to records systems regarding Building Department Construction files. Reproduces documents, plans, and files in accordance with Public Records requests.
- Labels and indexes incoming engineering, planning, and/or construction files, utilizing automated in-house systems. Maintains and controls files of a complex nature. Classifies, indexes, organizes, and maintains files to conform to standards of the existing system.
- Maintains accurate charge-out system.
- Receives and prepares documents for electronic archiving and operates archiving equipment. Performs operator maintenance of equipment as required.
- Receives and processes parcel property lien/violation search requests for businesses such as Title and Mortgage agencies. Performs property searches using the current software program and processes payments and email report findings directly to requestor.
- Prepares and submits monthly Lien Search reports to the Building Business Manager
- Utilizes established records management systems and procedures to facilitate the orderly retention and disposition of records.

- Prepares and processes records for destruction in accordance with Florida State laws and regulations. Completes and submits Records Disposition Forms to the Marion County Clerk of the Court Records Office.
- Ensures records record file rooms are kept in order, no records remain unfiled, and the space is kept clean and free of clutter.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and two (2) years' experience in records and information management; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as Florida Statutes, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commission, percentages, and volume.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate and percent and ability to draw bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists.
- Ability to interpret a variety of instruction in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to explain records and procedures to others.
- Ability to study manual work processes to determine most effective methods for essential tasks.
- Knowledge of computers and other office equipment.
- Knowledge of the functions, operations, and structure of County departments.

- Knowledge of Microsoft Office Suite programs.
- Skills in organization and task prioritization.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Ability to maintain records, logs, and computer programs relating to records management.
- Ability to work independently and to carry out assignments to completion with minimum instructions.
- Ability to adhere to prescribed routines and practices, maintain records database, and generate accurate reports.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will frequently be required to lift, reach, and kneel; and may be required to stand for long periods of time with continuous arm and hand movement.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.