



**Job Title:** Clerk II (Assistant Records Access Officer)  
**Department:** City Clerk  
**Location:** Revere City Hall, 281 Broadway  
**Hours:** Full-Time, Mon to Thurs, 8:15am to 5:15pm / Fri. 8:15am to 12:15pm.  
**Salary:** \$21.91 - \$25.49  
**Contract:** Union position.

### **THE CITY OF REVERE:**

The City of Revere is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to both live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel the government is more responsive to their needs and concerns, is an entity that they can trust, and are accountable to all is critically necessary.

### **DESCRIPTION**

Working directly with the City Clerk, this position assists with the electronic storage, preservation, and retrieval of permanent records maintained by the City Clerk, City Council, Zoning Board of Appeals, Building Department, Fire Department, and other departments if needed. This will require the scanning of documents through LaserFiche to ensure that departmental archives are being uploaded, filed, and tracked with the correct metadata so they can be easily shared with other departments or in responding to public records requests. This position will also assist the City Clerk with tracking and responding to public records requests to ensure that requests are fulfilled by departments timely and in accordance with the Public Records Law. Successful candidate will gain broad working knowledge of documents maintained by various departments in City Hall, legislative documents and processes of the City Council, and the Public Records Law.

### **ESSENTIAL FUNCTIONS**

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Organize, scan, and upload files into Laserfiche.

- Ensure that all files have correct metadata, file names, and are placed correctly within LaserFiche for easiest future searching and access.
- Work with LaserFiche on troubleshooting technical issues.
- Assistance in responding to and tracking public records requests.
- Assists with MinuteTraq software for maintaining City Council records.
- Assisting customers by phone, email, and in-person to obtain various documents, licenses, and vital records stored and maintained by the City Clerk's Office.
- Assists with other day-to-day operations and duties as required by the City Clerk.

**Qualifications:**

- One to three (1-3) years of related experience preferably in a municipal environment.
- Bachelor's degree in legal, business, computer technology, or similar field preferred.
- Proficiency with Microsoft Office products and electronic document management software such as Laserfiche, MUNIS, and MinuteTraq.
- Excellent computer use skills. (Since this job requires constant communication via email, a written test may be required as part of the interview process)

**Knowledge:**

- Working knowledge in handling administrative/clerical practices and organization.
- Working knowledge of how to draw a workflow.
- Excellent knowledge of office software.
- Working knowledge of and interest in city government.

**Abilities:**

- Ability to learn and understand database software operations.
- Ability to establish and maintain effective and harmonious working relationships with department personnel.
- Ability to understand office workflow processes and recreate them electronically.
- Ability to think on one's feet and solve problems.
- Ability to communicate effectively in English both in written and oral form.
- Ability to multitask.
- Able to speak multiple languages is a plus.

**Skills:**

- File management and computer skills are a must.

**WORK ENVIRONMENT**

Work is performed under typical office conditions, as well as inactive records storage areas. May involve exposure to dust and/or mold and may require the ability to lift boxes up to 50 pounds. Noise level is quiet, except for routine interactions during the work day. Daily interaction with the general public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City's [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: [jobs@revere.org](mailto:jobs@revere.org).

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