

## Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Central Service Department to fill one vacancy in the following job classification.

Job Classification: Document Retention Technician  
Location: LaSalle County

Department: LaSalle County Central Services Department  
707 E Etna Rd  
Suite 159  
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00am to 4:30pm Monday – Friday.

Wage: \$11.75per hour

Position is: Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing the County application and returning it to:

LaSalle County Central Services Department  
707 E Etna Rd  
Suite 159  
Ottawa, IL 61350  
centralservices@lasallecounty.org

Posting Period: September 9, thru September 23, 2019

# LaSalle County Central Services

## Document Retention Technician

### Job Description



**Job title:** Document Retention Technician

**Work Location:** 707 E Etna Rd, Suite 159 Ottawa IL 61350-1047

**Division/Department:** Microfilm, Printing and Postage / LaSalle County Central Services

**Reports to:** Director of Central Services

**Employment Classifications:**

- Full-time                      Part-time
- Exempt                         • Nonexempt
- Salaried                        • Hourly
- Bargaining Unit

**Salary Grade:** GR 1

**Essential Duties and Responsibilities:**

These positions were created to retain the County records that have a retention period and to operate a central mailing room. These positions share the responsibilities of the document preparation and scanning room, camera room, processing room, mail room, store room and the receiving area.

- Follow the standards of the Local Records Commission rules
- Prepare, scan and microfilm the records for the County offices and departments
- Process, duplicate and check the microfilm
- Computer entry
- Records disposal
- Clean rooms and equipment
- Inventory supplies
- Follow all of the United States Postal Service's Guidelines (Updated often)
- Collect, sort, weigh and post the out-going mail from County offices and departments
- Assist County employees with document organization, equipment usage and supply needs
- Answer bells and phones

**Education and/or Work Experience Requirements:**

- High School Diploma
- Computer Knowledge
- Communication Skills
- Ability to learn to operate the various equipment in Central Services
- Ability to work efficiently to keep up with the work load

Date Revised: August 15, 2019

Approval: Cheryl Vatland

**PHYSICAL DEMANDS:**

Requires sitting (5-7hrs), standing/walking (2-6hrs). This position experiences occasional bending, twisting, squatting, climbing, pushing and reaching movements. Defined as Medium Work - May require lifting boxes of documents up to 50 pounds and carrying objects weighing up to 10 pounds. Use of repetitive motion, fingering, grasping and hearing daily.

**WORK ENVIRONMENT:**

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal, but not consistent temperatures. The noise level in the work environment is moderate to loud. We have many pieces of equipment that are loud enough that you cannot hear the phone, a door knock or when someone is speaking to you.

We have a lot of equipment with fast moving parts. It is important to be alert and to pay attention while working. This is an area that is considered off limits to employees from other offices. If entry is needed, they need to be accompanied by a Central Services employee. We are responsible for the records that belong to other offices. The records and the work cannot be compromised in any way.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**