

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:**            **Records Analyst**

**DEPARTMENT:**       **Administrative Services**

**DIVISION:**           **Centralized Administrative Services**

**GENERAL DESCRIPTION:**

Advanced and specialized clerical work that is performed in accordance with prescribed and established procedures to analyze and process records within various programs. Responsible for working with the public in an administrative support function of receipt and processing to the appropriate plan reviewers or Planners for land use and zoning changes, building permits, and contractor licensing according to adopted procedures, ordinances, and codes. Responsible for the dissemination of Public Records, Public Information, Code Enforcement, and managing the content of designated websites. Responsible for extensive remediation of documents for accessibility, usability, and retention. Work is performed with a minimum of supervision.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs specialized technical, clerical, and record-keeping work associated with various County departments.
2. Provides information to customer groups in person, by telephone, or by electronic means, applying knowledge of the County's departments, rules, regulations, code of ordinances, and procedures of the various supported departments/divisions.
3. Provides the administrative support of applications for building permits, miscellaneous permits, licenses, zoning, land use changes, and use permit applications.
4. Maintains files such as electronic files, record files, folder files, and control files with coding systems, and otherwise spatially organizes raw data. Maintains accurate administrative records and provides status reports, as required.
5. Prepares correspondence, memoranda, reports, records, orders, executive summaries, and other office documents. Performs routine office duties, including research, retrieval of records, and compilation of information.
6. Inputs various data into a computer and software systems supporting the assigned department/division. Accesses, inputs, researches, and retrieves information from websites, databases, and compiles reports.
7. Collaborates with County staff to ensure continual alignment of the development, maintenance, accessibility, use, retention, and disposition of information assets across various software programs.
8. As assigned, serves as recorder to various meetings by taking minutes of the meeting, and other duties as needed for meeting preparation.
9. Processes invoices and other documents for management approval.
10. Must understand and stay current with local codes and ordinances regarding responsible areas.
11. In case of an emergency or crisis situation (hurricane, flood, etc.), the position must respond/perform recovery duties assigned by the immediate supervisor.

12. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least one (1) year immediately preceding application and maintain the same tobacco-free status throughout the term of employment.
13. Face tattoos (from ear to ear and hairline of the forehead to the bottom of the chin) are prohibited.
14. Maintains regular physical attendance during normal work hours as assigned at one of the County's office offices or work facilities with the ability to work evenings, nights, weekends, and holidays as required.

**PUBLIC INFORMATION FUNCTIONS:**

- Assists the Records Management Liaison Officer in the management of records retention and dispensation.
- Responsible for PDF remediation for ADA accessibility compliance for the website and agendas
- Responds to requests for public records and public information. Seeks scope clarification from requestors as needed. Retrieves records from various systems and reviews for redaction.
- Create and maintain all files for code enforcement complaints. Input data into a computer for tracking purposes. Processes code enforcement complaints for inspections, notices, Special Master Hearings, and lien/foreclosures as necessary. Works closely with inspector(s) in daily operations of code compliance activities.
- Assists in maintaining various web pages and ensuring document content is current and accessible. Updates designated website content as needed.

**DEVELOPMENT FUNCTIONS:**

- Read and confirm legal descriptions for accuracy.
- Read and interpret flood maps, review elevation certifications, and convey information to customer about floodplain status of home sites.
- Read and apply correctly procedural requirements for applications and permits for the County and applicable cities, pursuant to intergovernmental coordination agreements.
- Assists with identifying violations and maintaining contact with contractors and complainants.
- Ensures compliance of the licensed contractor at the time of permit issuance and coordinates the necessary inspections.
- Provides case information, code requirements, and licensing information to the public as requested.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the rules, regulations, and procedures concerning public records and public information.
- Knowledge of construction, real estate, planning, and zoning terminology and documents.
- Knowledge of local, state, and federal regulations, rules, and standards related to public records and public information.
- Knowledge of grammar, punctuation, and spelling.
- Knowledge of office practices and procedures.
- Skill in typing, filing and records research techniques.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to access, input, and retrieve information from a computer.
- Ability to prioritize projects and tasks and meet deadlines.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Graduation from an accredited college or university with an Associate Degree is preferred.
- Five (5) years of general clerical experience.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to the insurance provider.
- Notary Public within ninety (90) days of employment
- Must possess or obtain the required National Incident Management System (NIMS) certifications within six (6) months of employment.
- Certified Records Analyst (CRA) preferred (Public Information Functions Assignment)
- Certified Floodplain Manager (CFM) preferred (Development Functions Assignment)

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access, input, and retrieve information from a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing, and vision skills.
- Ability to sit at a desk and view a display screen for extended periods.
- Ability to answer the telephone and provide information to the public.

**VACCINATIONS:**

May be required to have any of the following vaccinations depending on the Division assigned:

- Hepatitis A within sixty (60) days of employment
- Hepatitis B within sixty (60) days of employment
- Pre-exposure Rabies within sixty (60) days of employment
- Tetanus within sixty (60) days of employment

**ENVIRONMENTAL CONDITIONS:**

- Primarily works inside in an office environment, with limited outside duties.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non-Exempt Status

02/07/2023