



Where Life is Sweet

Records Retention Clerk

The City of Hermiston is seeking a detail-oriented and organized Records Retention Clerk to support the management of the City's records and ensure compliance with state and local retention requirements. This position plays a key role in preserving public information, improving digital accessibility, and supporting the daily operations of the City Recorder's office.

This position is part-time (up to 29 hours per week), with competitive wages ranging from \$22.43 - \$27.28/hr, hours are flexible during the work week (Monday – Friday) between the hours of 8:00a – 5:00pm.

Position Overview

The Records Retention Clerk is responsible for managing the full lifecycle of city records in accordance with legal retention schedules. This includes scanning and converting legacy paper documents into electronic format, adding them to the appropriate retention categories, and overseeing the ongoing digital conversion of all city files. The role ensures records are properly classified, stored, retrieved, and securely destroyed at the end of their retention period. The position also assists with records-related administrative duties within the City Recorder's office.

Key Responsibilities

- Scan, digitize, and convert paper documents into electronic files.
- Maintain and apply state and local retention schedules to all records.
- Monitor retention timelines and coordinate the secure destruction of eligible records.
- Ensure accurate documentation of records activities and digital tracking.
- Support the City Recorder's office with administrative tasks related to records management.
- Assist departments with questions on retention requirements and procedures.

Skills & Qualifications

- High school diploma or equivalent; coursework in records management or office administration preferred.
- 1–2 years of clerical or records management experience, ideally in government.
- Knowledge of records management practices, retention laws, and ORMS functions.
- Strong attention to detail and ability to organize, classify, and track records accurately.
- Proficient with scanners, copiers, and document management software.

Special Requirements

- Ability to obtain CJIS clearance within 30 days; valid Oregon Driver's License preferred.

How to Apply:

Interested candidates must submit a City of Hermiston Employment Application and resume, including verifiable work experience to the City of Hermiston, 180 NE 2nd Street, Hermiston, OR 97838 or via email to: hr@hermiston.gov. Position closes on March 6, 2026 at 5:00pm

The City of Hermiston is an equal opportunity employer.



Position Description

Records Retention Clerk

Classification: Non-Exempt

Department: Administration

Grade: 32

Union: Non-Union

General Statement of Responsibilities

This position is responsible for managing the lifecycle of city records in compliance with state and local retention laws. This includes scanning and converting old paper documents into electronic format, adding them to the retention schedule, and overseeing the electronic conversion of all city files. The position ensures proper classification, storage, and secure destruction of records, assists with retention schedules, and supports the City Recorder office with administrative tasks related to records management.

Supervision Received

Works under the general supervision of the City Recorder who reviews the work primarily for results obtained.

Supervision Exercised

Supervision of others is not a typical function assigned to this position.

Examples of Duties - Essential Functions

The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.

1. Implement and maintain records retention schedules in accordance with legal requirements.
2. Scan and digitize paper records for electronic storage and retention compliance.
3. Classify and index records for proper storage and retrieval.
4. Monitor records for retention compliance and initiate secure destruction of expired documents.
5. Utilize the Oregon Records Management System (ORMS) to manage electronic records, apply retention schedules, and facilitate secure storage and retrieval.
6. Maintain accurate logs and databases for records retention tracking.

7. Operate office equipment such as scanners, copiers, and document management systems.
8. Provide guidance to departments on retention policies and procedures.
9. Respond to inquiries regarding retention timelines, requirements, and public records requests.
10. Support special projects and administrative tasks as assigned.
11. Create meeting agendas, attend meetings, take meeting minutes, and other duties needed in preparation of said meeting.
12. Travel to off-site locations as needed for business purposes.
13. Assist with additional tasks and responsibilities as needed to ensure smooth operations and adapt to changing priorities within the department.

Screening Criteria

Education and Experience:

- High school diploma or equivalent; coursework in records management or office administration preferred.
- 1–2 years of clerical or records management experience, preferably in a government setting.

Special Requirements/Licenses: Ability to obtain CJIS clearance and certification within 30 days of employment. Valid Oregon Driver's License preferred.

Knowledge of: Records management principles and retention schedules, along with a working knowledge of the Oregon Records Management System (ORMS), including record classification, search and retrieval, and disposition processes.

Skills: Strong attention to detail and organizational skills. Proficiency in Microsoft Office Suite and records management software. Knowledge of records retention laws and best practices. Ability to operate scanning and document conversion equipment. Excellent communication and customer service skills.

Ability to: Interpret and apply records retention laws and policies accurately. Organize and prioritize multiple tasks to meet deadlines. Maintain confidentiality and security of sensitive information while adhering to all legal and regulatory requirements. Communicate effectively, both verbally and in writing. Work independently and collaboratively with other departments. Troubleshoot and resolve issues related to electronic document management systems.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, and telephones; and while moving equipment and office supplies. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials under 5 lbs. frequently, 5-60 lbs. occasionally, and over 60 lbs. rarely. This position requires both verbal and written communication abilities.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The noise level in the work environment is usually moderate and lighting is adequate.