



**Jennifer A. Florida**  
**Recorder of Deeds &**  
**Vital Records Registrar**  
**City of Saint Louis**  
www.stlouiscityrecorder.org

City Hall, Room 126  
1200 Market Street  
Saint Louis, MO 63103  
314.622.4610  
info@stlouis-mo.gov



Posted 11/14/2014

## **Job Posting - Records Manager**

**APPLICATION DEADLINE: 5 PM MONDAY, DECEMBER 1, 2014**

The St. Louis City Recorder of Deeds and Vital Records Registrar seeks qualified applicant to fill the full-time position of Records Manager.

### **Salary and Benefits**

Starting Salary: \$41,000. Employee Retirement System of the City of St. Louis. Insurance Benefits and Plans: Health, Prescription Drug, Dental, Life, Cancer, Legal, Vision at reasonable fees.

### **General Description**

Under general supervision of the Recorder of Deeds, develops, coordinates, and implements the Recorder of Deeds Records Management Program with regards to:

Maintaining an inventory database of the location, condition, and description of all records in all formats, including the office's financial, personnel, and correspondence records;

Supervising execution of Missouri's Local Records Retention Schedule for all departments including preservation of permanent physical records;

Working with the Recorder's Archives Department to establish and complete goals for conservation and preservation of permanent physical records dating prior to 1930 and enhance public access to archival records;

Establishing and supervising a Volunteer and Intern Program for the Archives Department;

Serving as the office's liaison to Missouri State Archives; and

Serving as the office's Custodian of Records for all Sunshine requests.

### **Education, Experience, Skills**

Requires four year degree in Library Science or Information Science and two years experience in management of paper records or four year degree in another field and four years experience in management of paper records.

Requires experience with Microsoft Excel and Access.

Experience with 100-200 year old records desired but not required.

Experience with Missouri Local Records Retention Schedule and Missouri Sunshine Law desired but not required.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must be able to bend, stoop, kneel, reach, climb up and down a ladder, push and pull drawers open and closed to retrieve information. Must be able to lift, carry, push, and pull materials and objects weighing up to 30 pounds. Must be able to stand or sit for long periods.

### **Residency Requirement**

Successful applicant must be a resident of the City of St. Louis or become a resident of the City of St. Louis within 60 days of employment.

### **Political Affiliation**

The St. Louis City Recorder of Deeds hires qualified persons and promotes employees regardless of political affiliation.

### **Non-Civil Service Position Notification**

Employees of the St. Louis City Recorder of Deeds and Vital Records Registrar are non-civil service public employees. Employees of the Recorder's office are employees of the City of St. Louis with the same benefits as Civil Service System employees. Employees of the Recorder's office are not "at will" employees and are subject to termination or demotion only for cause.

### **The City of St. Louis and Recorder of Deeds & Vital Records Registrar are Equal Employment Opportunity Employers**

**Your Application must be received by our office by 5 pm Monday, December 1, 2014:**

**Recorder of Deeds & Vital Records Registrar  
1200 Market Street, City Hall, Room 126  
Saint Louis, Missouri 63103**