



GARY SANITARY DISTRICT JOB POSTING

GSD is an equal opportunity employer and does not discriminate against candidates or employees because of disability, sex, race, gender identity, sexual orientation, religion, national origin, age, or any other protected status under the law. Reasonable accommodation will be made to enable candidates and employees with disabilities to perform the essential functions of their job, absent undue hardship to GSD.

RECORDS CLERK – PART TIME RECORDS DEPARTMENT

Salary: \$17.18/HR

Status: PT

Summary:

Incumbent serves as Records Clerk for GSD Records Division, responsible for maintaining accurate and organized records related to the operations of GSD/GSWMD.

Key Responsibilities:

- Maintaining filing systems for physical and electronic records related to GSD/GSWMD.
- Scan and archive historical documents and ensure proper retention schedules are followed.
- Enter data into internal databases, spreadsheets, and regulatory tracking systems.
- Retrieve and compile records for audits, inspections, and reporting requirements.
- Coordinate with Records Supervisor to collect and verify records from various departments.
- Follow confidentiality and data protection protocols.
- Performs related duties as assigned.

Reports To:

Records Supervisor

Requirements and Qualifications:

Education:

- High school diploma or equivalent; associate degree in business, records management or related field preferred.

Skills and Experience:

- Experience working in clerical, records management, or administrative support.
- Proficient in Microsoft Office Suite and document management software.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines.
- Ability to maintain confidentiality and manage sensitive information.

How To Apply: Applications and resumes may be submitted **online** no later than **Friday, May 9, 2025**

Website: <https://garysanitary.com/careers/>

Date Posted:

Thursday, May 1, 2025

Date Removed:

Friday, May 9, 2025