

Job Title: Entry-Level Records Retention Auditor (Temporary Position)

Schedule: Monday – Friday | 8:00 AM – 3:00 PM

Location: Office Setting: County Clerk Office

Position Type: Temporary | Non-Exempt | Sedentary Role

Position Summary:

We are seeking a detail-oriented and self-motivated individual to join our team as an **Entry-Level Records Retention Auditor**. This temporary, non-exempt position plays a vital role in supporting our financial compliance and records management processes. The ideal candidate will have strong attention to detail, organizational skills, and a basic understanding of financial recordkeeping. This role is best suited for someone who works well independently and follows procedures closely.

Key Responsibilities:

- Audit and review financial reports and records for accuracy and compliance
 - Organize and maintain physical and digital file retention systems according to policy
 - Perform clerical data entry and recordkeeping with a high degree of accuracy
 - Utilize spreadsheets and basic formulas to track document status and retention timelines
 - Follow internal documentation procedures and retention schedules
 - Identify discrepancies and report concerns to supervisory staff
 - Assist with archiving and purging outdated records
 - Ensure all sensitive data is handled with confidentiality and discretion
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Qualifications:

- High school diploma or equivalent required; college coursework in business, accounting, or finance preferred
 - Strong proficiency in Microsoft Excel (formulas, sorting, filtering) and basic office software
 - Excellent attention to detail and procedural follow-through
 - Ability to work independently and take initiative with minimal supervision
 - Familiarity with basic financial practices and document handling
 - Previous office, clerical, or data entry experience a plus
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Work Environment:

- Standard office setting with consistent seated work at a desk or computer station
 - Professional, quiet work environment conducive to focused, detail-oriented tasks
 - Occasional handling of paper files, folders, and boxes for organization and retention purposes
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Physical Demands:

- Prolonged periods of sitting and computer use
 - Frequent repetitive motions such as typing and mouse use
 - Occasional light lifting (up to 15 lbs) to move boxes or file storage materials
 - Must be able to visually examine documents and spreadsheets for accuracy
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Equal Employment Opportunity (EEO) Statement:

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.

FLSA Status:

This is a **non-exempt** position under the Fair Labor Standards Act (FLSA) and is eligible for overtime pay in accordance with federal and state laws.