

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Records and Archive Intern

DEPARTMENT: Community Health

REPORTS TO: Administrative Support Supervisor

PAY GRADE: \$14.00 per hour, temporary position, not to exceed 69 hours per month, not to exceed 200 hours

JOB SUMMARY: Walla Walla County Community Health Department has several groupings of records from a 2014 departmental merge that need to be assessed, archive/disposal policy created and implemented.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Assess mental health records for size and scope.
- Develop a draft policy/procedure regarding purging and disposing of mental health records based on Washington State Law.
- Review HIPAA rules and assist in developing retention process for mental health records.
- Review home liens and document findings. Document findings and create a report for the Director.
- Assess other archive documents and develop a purge plan based on State of Washington regulations.

EXAMPLE OF DUTIES:

- Begin file purge process.
- Organize and cleanup document storage areas.

EQUIPMENT TO BE USED: General office equipment including computers, printers, copiers, multi-line phone, fax machine, scanners, calculators, and any other office equipment required to perform the functions of the job.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work will be performed in an office environment. Requires manual dexterity and visual acuity to operate personal computer and peripherals. Ability to lift and carry twenty-five (25) pounds. Requires sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Demonstrated interest in records management and archive/history.
- Ability to research regulations and apply to our agency.
- Ability to work with others.

EDUCATION AND EXPERIENCE: Enrolled in an institution of higher education in a bachelor's or master's level program.

LICENSES AND OTHER REQUIREMENTS:

- Possess a valid driver's license.
- Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**

How to Apply:

Send a resume and cover letter to:

**Walla Walla Community Health Department
Attn: Nancy Wenzel
PO Box 1753
Walla Walla, WA 99362**

Or email: nwenzel@co.walla-walla.wa.us