



GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM OF THE VIRGIN ISLANDS
An Equal Opportunity Employer

ANNOUNCES THE FOLLOWING VACANT POSITION
ON THE ISLAND OF
ST. THOMAS

RECORDS CLERK

We are looking for a detail-oriented and dedicated **Records Clerk** to join our team. Under the general supervision of senior staff, the Records Clerk will be responsible for processing documents using computer-based digital imaging equipment and assisting with the records retention process. This role follows established Records Information Management (RIM) standards to ensure proper documentation and secure recordkeeping.

DUTIES INCLUDE (NOT EXHAUSTIVE)

- Maintain and secure member records by preparing documents for imaging and operating digital imaging equipment to create high-quality document images
- Process retiree and death benefit files accurately and efficiently
- Validate image batches before releasing to ensure data integrity
- Assist with conducting records inventories and maintaining archived documents
- Support the team with other record-related tasks as needed

Knowledge & Skills:

- Knowledge of imaging software, hardware, and document scanning procedures
- Familiarity with records management standards and quality control procedures
- Understanding inventory control and alpha/numeric filing systems
- Strong commitment to confidentiality and ethical conduct in handling sensitive records

Minimum Education & Qualifications:

- High school diploma or equivalent required.
- At least three (3) years of experience in an administrative role

Letter of interest, resume, and job application must be submitted by 5:00 p.m. **December 10, 2024**. Applications can be found online at www.usvigers.com. Resume and Job Application may be submitted to via email to hrdept@usvigers.com or mailed by the deadline date to:

Ms. Lorraine Murray Richardson
Human Resources Coordinator
Government Employees' Retirement System
3438 Kronprindsens Gade – Ste. 1
GERS Complex - 3rd Floor, St. Thomas, VI 00802-5750