



**THE EMPLOYEES' RETIREMENT SYSTEM  
OF THE GOVERNMENT OF THE VIRGIN ISLANDS**

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**ANNOUNCES AN OPENING FOR THE FOLLOWING POSITION  
ON THE ISLAND OF**

**ST. Thomas**

**Record Clerk I**

This is entry-level records management work. Under the general supervision of a higher level officer, an employee in this class will be responsible for processing documents using computer-based digital imaging equipment. Work is performed according to established RIM(Records Information Management) standards.

**DUTIES INCLUDE:**

- ▶ Maintains and secures member records by preparing documents for imaging
- ▶ Operates computer-based digital imaging equipment to create quality-level document images.
- ▶ Assists with archived documents.
- ▶ Performs other related duties as required.

**QUALIFICATIONS:**

High school diploma or equivalent with two(2) years experience in Records Information Management or related field with at least one year imaging and indexing records

Letter of Application, Resume and Job Application must be submitted by December 11, 2014. Job Application Packets may be picked up at the St. Thomas GERS Office on the 3<sup>rd</sup> Floor of the GERS Complex or the St. Croix GERS Office at #3005 Orange Grove Lot #5. Resumes and Job Applications may be submitted to the GERS Offices at the receptionist desk, via email to [humanresources2@usvigers.com](mailto:humanresources2@usvigers.com) or mail postmarked by the deadline date to:

**Ms. Janice L. Turnbull  
Director of Human Resources  
Government Employees' Retirement System  
GERS Complex - 3<sup>rd</sup> Floor  
3438 Kronprindsens Gade  
St. Thomas, VI 00802-5712**

**An Equal Opportunity Employer**