

RECORDS MANAGEMENT CLERK (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing records inventory, storage, cataloging and maintenance activities in conjunction with the County's Records Management program. The incumbent performs clerical work related to program activities, in accordance with programs objectives and criteria. Work is performed under the direct supervision of higher level Records Management staff. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Processing of inactive records transferred to the Records Center, coordinating the transportation of records, creating a Records Center label, lifting boxes onto shelving and maintaining the Record Center's inventory records;

Prepares records for disposition within the Records Center by contacting various departments, removing obsolete records, processing proper forms and coordinates the transportation of records. Maintains the Records Management Disposition records and reports;

Assists the Records Management Officer with maintaining the archival records within the History Department which includes refileing, creating labels, indexing records, processing forms, and creating finding aids;

Assists the County's Microfilm Lab with processing the contract for each department's microfilm job, films records using a planetary camera, inspects film against original documents to insure all records were filmed and are readable, creates microfiche, adds microfilm to the Records Center storage.

Assists researchers (public and County staff) by retrieving and refileing requested files, books, boxes and other materials, photocopying records and collecting photocopying fees;

Answers the telephone which will involve taking messages, providing assistance and recommending referrals.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of office procedures; good knowledge of records management principles; working knowledge of record retention schedules published by New York State Archives and Records Administration; ability to express oneself clearly and perform basic arithmetic calculations; ability to perform basic alpha numeric keyboard functions; a high degree of logical reasoning; ability to work with limited supervision; clerical aptitude.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, climb, squat and bend, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, supplemented by a course in typing or six (6) months of typing experience, **AND:**

One (1) year of full-time, paid experience involving records inventory, storage, maintenance, cataloging or related records management activities.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time, work experience requirements.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:
Possession of an appropriate valid New York State Driver's License.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class
Adopted 12/22/25