

STAFF ASSISTANT (RECORDS MANAGER)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for coordinating the processing and disposition of legal documents, by computer or manually, in the Office of the County Clerk. Responsibilities involve supervision over the receipt, screening, processing and indexing of legal documents, and the supervision of personnel involved in the filing, retrieval and copying of legal documents. Supervision is exercised over a small number of subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the liberating, indexing, filing and retrieval of all legal documents; ensures compliance with established procedures and guidelines;

Ensures that all indices are current and accurate;

Assists the general public, title companies and attorneys with all legal inquiries relating to the disposition of legal documents;

Oversees activities in records retention and retrieval in the Legal Division for the Office of the County Clerk;

Coordinates unit activities with the administrator in charge of the Records Center on records management for the County of Westchester;

Reviews the retention period of records as required by New York State law;

Maintains detailed records of the flow and storage of legal records;

Assists in the preparation of the division budget for review by the County Clerk;

Ensures an adequate store of materials and supplies;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs related administrative and clerical tasks to insure the smooth and effective operation of the unit;

Performs other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of accepted practices and procedures used in modern records management; good knowledge of business arithmetic; ability to maintain systematic and accurate records and files; ability to supervise the work of others; ability to work well with the public; ability to follow complex written and oral instructions; ability to effectively use computer applications

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; accuracy; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) five years experience in the maintenance of government records; or (b) Associate's Degree* and three years of experience as defined in (a).

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree* may be substituted on a year for year basis for up to four years. There is no substitution for the one year of experience in the maintenance of government records.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.