

RECORDS MANAGEMENT CLERK

GENERAL STATEMENT OF DUTIES: Maintains the records management program of a municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the designated Records Management Officer for the municipality, the incumbent prepares governmental records for reproduction through microfilming or some other method, indexes records and maintains a database of same, and disposes of records in accordance with the State Archives and Records Administration (SARA) mandates. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Maintains a municipality's on-going records management program;

Works with each department to inventory their records; determines which records need to be retained and for how long and which records need to go into inactive file according to New York State Retention and Disposition Schedule;

Disposes of unnecessary records according the New York State Retention and Disposition Schedule

Prepares the municipality's files for microfilming or other form of reproduction;

Monitors, from a quality control standpoint, the condition of records reproduced;

Performs indexing and storing of all inactive records;

Creates and maintains a database of records inventory;

Trains departments in the use of microfilm reader equipment;

Serves on municipality's Records Management Advisory Committee to ensure that program is meeting goals and objectives as set forth in the resolution establishing the program;

Acts as liaison with the Regional Advisory Officer of the Local Government Records Bureau to resolve any questions related to records management;

Attends workshops and seminars in records retention and related subjects;

May perform clerical tasks such as word processing, filing, collating, answering phones, and taking messages;

May use computer application software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of governmental records; good knowledge of recordkeeping systems; good knowledge of the guidelines and mandates of the New York State Archives and Records Administration (SARA) as they relate to records retention; ability to distinguish between various kinds of governmental records; ability to effectively use computer application software; ability to establish effective relationships; good organizational skills; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) six (6) months work experience in a records management program, which must have included the use of an automated database; or (b) completion of a course in records management offered by either a State registered college or university or by New York State Archives and Records Administration.

Towns, Villages
Cities of Rye and Peekskill
J. C.: Competitive
1d

Job Class Code: 0209