

## RECORDS MANAGEMENT CLERK

11-D

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of difficult clerical duties in support of the records management function performed by a municipal employer. The Records Management Clerk is responsible for the safe and economical operation of a motor vehicle involved in the delivery of mail, supplies, and materials, or in performing various errands essential to the operation of an office or agency. The position will involve scanning records, including efforts to properly organize and prepare records for scanning, as well as performing routine clerical duties and related duties when not picking up or making deliveries. Work is performed under general supervision in accordance with policies prescribed by the appointing authority and his or her designee.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Processes outgoing mail and collects mail and correspondence from offices;

Makes special deliveries as assigned;

Assists in sorting of mail, including packaging and addressing for delivery;

Prepares records for retention, including scanning or data imaging, by placing the records in an appropriate order and removing paper clips, staples, or other foreign items;

Operates scanning or data imaging equipment;

Maintains records, logs, and files relating to the records management function;

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### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of policies and procedures relating to records management functions; ability to understand and interpret written material; ability to write legibly; ability to make simple arithmetical computations; ability to distinguish between sets of words, letters, and/or numbers; ability to use written sets of directions to encode information and use coded information in keeping records; ability to learn how to operate microfilming equipment; ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheets and databases; ability to perform clerical operations using letters and numbers; ability to spell accurately; initiative; and resourcefulness.

### MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; or
- (B) Two (2) years of clerical experience.

*SPECIAL REQUIREMENT FOR APPOINTMENT:* *Candidates must possess an appropriate New York State license to operate a motor vehicle.*

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Last Reviewed: 6/30/00  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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