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 may travel to various work sites to perform assigned duties. The position will involve microfilming records including efforts to properly organize and prepare records for filming. 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.*

Travels to various work sites to determine where records are located;

Takes an inventory of records to identify the scope of storage requirements;

Assists in recording and maintaining survey results pertaining to the records management function;

Determines the type and condition of records to be filed;

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

Operates microfilm or data imaging equipment;

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

May assist in determining the value of records;

May assist department heads in using records retention schedules;

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

Performs routine clerical support duties such as filing, typing, answering phones, and taking messages.

FULL PERFORMANCE KNOWLEDGES, 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 and two (2) years of clerical experience; or

(B) Three (3) years of clerical experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Driver's License or otherwise demonstrate ability to meet transportation needs of the position.