

RECORDS MANAGEMENT SURVEY TECHNICIAN 11-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves the primary responsibility for the survey and analysis of all records throughout the County Departments at their various locations. Duties are performed under general supervision of the Records Management Coordinator.

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 and stored in the County Departments;

Records and maintains survey results for the Department of Records Management;

Determines availability of filing cabinets in each department, availability of storage space, and the anticipated need for storage space;

Determines type and condition of records to be filed and frequency of accessibility needs;

Assists in determining value of records (Administrative, Legal, Fiscal, Research);

Determines and records total volume of records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of policies and procedures relating to records management; ability to understand and follow both oral and written instructions; legible writing; ability to make simple arithmetical computations; clerical aptitude; accuracy; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Graduation from high school or a high school equivalency diploma and either one (1) year of experience in records management, or three (3) years of clerical

experience.

SPECIAL REQUIREMENT: Must possess a valid driver's license at time of appointment.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in classplan on 12/13/05

Revised in Classplan on 4/23/07

Revised and Replaced in Classplan: 3/6/2023