

RECORDS ASSISTANT**

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical and technical work involving a responsibility for assisting in the receipt and processing of a variety of documents and overseeing the management of records in accordance with New York State and local records retention and disposition regulations and policies. The work is performed under the general supervision of a higher-level administrator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews content of documents for completeness and accuracy;
Records, indexes and files a variety of documents and legal papers;
Retrieves and charges out filed documents;
Receives and computes filing and recording fees and answers related procedural questions;
Keeps records of all transactions in accordance with established policies and procedures;
Devises and installs new filing systems;
Reviews records to identify those that should be stored and those that should be destroyed;
Answers telephones and answers moderately complex questions related to clerical and technical processes, basic services, etc., takes messages, and refers callers, when appropriate;
Maintains records and prepares simple statistical and other reports;
Uses computer software and other automated applications in the completion of work assignments;
Performs special projects, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation of alphabetical, numerical, subject and other filing systems; good knowledge of office terminology, procedures, equipment, and practices; good knowledge of records retention and disposition procedures and policies*; good knowledge of the various documents maintained by a department or jurisdiction*; ability to gather basic data and prepare reports; ability to establish and maintain effective working relationships with others; ability to use computer software in the completion of assignments*; ability to perform clerical functions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of office clerical experience, two (2) years of which must have involved clerical work above the entry level.

*To be demonstrated during the probationary period.

**This reflects a retitling of Health Records Assistant.