

## **RECORDS MANAGEMENT ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical and clerical work of a responsible nature, which primarily involves the management of records in accordance with New York State and local records retention and disposition regulations and policies. The work entails reviewing, storing, retrieving and disposing of records, as well as non-routine (e.g., at least senior-level) clerical responsibilities, especially as they pertain to records and files. General supervision is received from a higher-level employee and in accordance with pertinent policies and regulations. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

#### **When assigned to records retention and disposition:**

Reviews records to identify those that should be stored and those that should be destroyed;  
Designates storage areas and/or destruction dates for records reviewed;  
Prepares a list, for approval by department heads, of records reviewed and dispositions suggested;  
Labels boxes of records with identifying information, e.g. box number, storage location, etc.;  
Arranges for records to be transported to the storage and destruction sites;  
Arranges for records to be retrieved from the storage site;  
Ensures that retrieved records are subsequently returned to their designated storage location;  
Apprises department heads of additions, deletions, and revisions to existing retention and disposition schedules;  
Obtains information about storage boxes, labeling and filing procedures, etc. and makes suggestions regarding their use;  
Prepares a variety of reports, including but not limited to a listing the number of records stored and destroyed for each department.

#### **When assigned to general records management functions:**

Develops and maintains a variety of records and files, depending on the program, services, etc., to which assigned;  
Updates and organizes records and files, as needed;  
Completes forms and structured reports;  
Prepares routine correspondence (e.g. form letters), as directed;  
Answers telephones and answers moderately complex questions related to clerical and technical processes, basic services, etc., takes messages, and refers callers, when appropriate;  
Develops and organizes files, and files documents, forms, correspondence, etc.  
May provide basic information about clerical and technical processes, including but not limited to those that pertain to records management;  
May operate office equipment.

### **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 organize and coordinate routine aspects of special projects\*; ability to prepare and maintain records according to established procedures; ability to organize information; ability to communicate effectively, both orally and in writing; ability to understand and interpret moderately difficult written materials, especially as they pertain to records management; ability to use computer applications or other automated systems in the performance of work assignments\*.

(over)

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and four (4) years of senior-level (i.e., above entry level) office clerical, paraprofessional, technical, or business experience.

**NOTE:** Post high school technical or college education may be substituted for up to two (2) years of the required experience on a year-for-year basis.

**SPECIAL REQUIREMENT:** An incumbent in this title employed by the County Department of Records must be able to lift boxes weighing at least fifty (50) pounds.

\*To be demonstrated during the probationary period.

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Competitive