

RECORDS MANAGEMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is primarily technical work of a moderately complex nature involving a responsibility for overseeing and participating in the proper and accurate placement, retrieval and maintenance of official records and for the transportation and return of such records in accordance with the records retention and disposition regulations set forth by the New York State Education Department. The work is distinguished from that of Records Management Assistant in the independence of decision-making and complexity of assignments. The work is performed under the general direction of a records administrator, and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains official records by insuring proper and accurate placement, storage and retrieval; Coordinates the movement, transportation and return of records to and from all County departments;

Assists the County Archivist in the day-to-day activities of the County archives office and the coordination of staff;

Maintains the Records Management Database (enters new records, tracks the status of existing records);

Coordinates and supervises the destruction of records, as needed;

May prepare and maintain written reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation of alphabetical, numerical, subject and other filing systems; thorough knowledge of office terminology, procedures, practices; thorough knowledge of the regulations of the New York State Education Department regarding records retention and disposition*; ability to communicate effectively, both orally and in writing; ability to use a computer and software applicable to the maintenance of official records*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of responsible business or office clerical experience, two (2) years of which must have substantially involved maintaining, coordinating and/or developing records.

NOTE: A Bachelor's degree may be substituted for four (4) years of the required experience. An Associate's degree may be substituted for two (2) years of the required experience.

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.

PROMOTION: One (1) year of permanent status as a Records Management Assistant.

*To be demonstrated during the probationary period.