

RECORDS SYSTEM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized technical work involving responsibility for overseeing and participating in the operation of computer systems in the Department of Records (e.g. imaging system, land records system, court records system, search and retrieval system). The work is performed under the direction of a Deputy County Clerk, and supervision is provided to other staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and participates in the implementation of operating, workflow, and verification procedures for various computer systems (e.g. imaging, land records, court records, search and retrieval, mapping) used in the Department of Records;

Reviews documents to be scanned, verifies data and makes adjustments, when necessary;

Operates, maintains and oversees operations of imaging and related office equipment (e.g. scanners, microfilmer, cameras, copiers, printers, computers, etc.);

Acts as liaison with software providers (e.g. COTT) and the County MIS Department and New York State staff to coordinate and develop computer system-related activities and functions and resolve problems;

Coordinates, tests and troubleshoots system installations and upgrades, including software and hardware;

Identifies areas of need for technical support (hardware and software) and provides support, as needed;

Maintains, reviews, approves and schedules computer updates on the server that maintains the department's computer system;

Makes minor repairs to equipment, and arranges for major repairs, as needed;

Oversees and participates in the preparation and organization of land record documents to be imaged (e.g., sorts, alphabetizes, puts in numerical order, etc.);

Oversees and participates in the preparation and distribution of CD's and film (e.g. proofing, maintaining logs, maintaining records of vendor transactions);

Oversees the scanning and reproduction of subdivision, New York State highways, New York State thruway, maps, etc.;

Accepts, indexes, stamps and scans adoption records;

Schedules and maintains backups for servers;

Meets with department staff to coordinate the planning and purchase new equipment, to discuss changes, additions or deletions to operating procedures and to provide support in the implementation of new operating procedures;

Acts as liaison with companies and sales representatives (e.g. facilitates the purchase of hardcopies of documents and/or indexing information provided by the Department of Records, etc.);

Supervises the activities of staff engaged in the operation of records management systems;

Requisitions and maintains inventories on operating supplies and materials.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of records management database software and hardware; good knowledge of legal forms and documents and related terminology, as they pertain to public municipal records; good knowledge of office operations, procedures and equipment; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to operate, maintain and install advanced records management equipment software and hardware (e.g. servers, scanners, archivers); ability to plan and coordinate the work of others; ability to understand and interpret computer manuals and other written material.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Computer Science, Management Information Systems, Business Administration, or comparable curriculum, and three (3) years of experience that substantially included computer-related* technical, professional, and/or supervisory responsibilities.

NOTES:

1. Three (3) additional years of work experience that substantially included overseeing, analyzing, troubleshooting and resolving computer-related problems in a public records management environment may be substituted for the specialized Bachelor's degree (i.e. a Bachelor's degree in any other major plus a total of six (6) years of relevant experience is required).
2. Employees hired on or after July of 1993 by the Department of Records will be required to obtain a certification as a notary public during their probationary period.

*Examples of computer-related responsibilities include but are not limited to, end-user support and troubleshooting hardware or software problems, loading updates into a system and overseeing data back-up, repairing equipment, liaison with software vendors to discuss and resolve problems, providing training to users, installing computers, printers, or software.