

## ASSISTANT DEPUTY COUNTY CLERK (RECORDS CENTER)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Second Deputy County Clerk, an incumbent in this class assists in the daily operations of the Records and Archives Center. Responsibilities include supervision and participation in micrographics/filming operations, requisitioning and purchasing equipment and supplies and maintaining equipment and security systems for the Center. Full supervision is exercised over personnel in the absence of the Second Deputy County Clerk and County Archivist. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and supervises the receiving, examining and microfilming/imaging of maps and select records which have been determined to have long term administrative, historical or legal value;

Directs and participates in microfilming/imaging processes by filming maps onto prescribed computerized cards known as aperture cards and arranges, duplicates and distributes sets to Data Processing;

Scans, adjusts and supervises the indexing of aperture cards in accordance with prescribed procedures;

Determines maintenance needs of equipment, procedures and monitors maintenance contracts, monitors supplies and requisitions same, maintains purchase requisitions, purchase orders and invoices;

Trains and supervises technical, clerical and maintenance personnel;

Directs the copying and dissemination of maps as requested by patrons, other county departments and the general public;

Maintains safety-related information books and records and monitors the Center's security system;

Consults with vendors, service representatives, manufacturers, other county departments and the general public.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of microfilming and microimaging techniques as applied to the preservation of records; ability to plan and supervise the work of others; ability to use computer applications relating to archival preservation; ability to maintain effective working relationships with a variety of people; ability to communicate effectively orally and in writing; ability to interpret policies and procedures to others; good judgment; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School diploma or equivalency and either: (a) Bachelor's Degree\* and one year of experience in managing legal records, including micrographics experience; or (b) five years of experience in the managing or supervising the maintenance of legal records, two years of which must have involved micrographics experience; or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.