

RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs various functions necessary for the maintenance and processing of records in one or more program areas (Archives, Records Management or Scanning) at the Archives and Records Center, a division of the Department of Information Technology. An incumbent of this class may also perform work with active records for the Office of the District Attorney, the Office of the County Clerk or the Department of Corrections. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Files or shelves and retrieves different types of physical and electronic records, tapes, disks, microfilm or other media according to instructions;

Sorts and prepares records for use by the general public and/or county departments for filming, scanning or other processing, according to instructions;

Keeps records of all transactions such as warehouse transfers, retrievals, and destructions, in accordance with established policies and procedures;

Transports records between warehouses and county departments;

Films, scans or otherwise processes records;

May use computer applications or other automated systems such as scanning equipment; word processing, spreadsheets, calendar, email and database software in performing work assignments;

Assists in the disposal of records, according to instructions;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of alphabetic, numeric and other filing systems; knowledge of modern office procedures; ability to operate micrographic equipment according to instructions; ability to code records and files according to established procedures; ability to perform simple arithmetic computations; ability to follow instructions; ability to lift and carry loads up to 60 lbs. and up to 10 ft. high without assistance, and to use a hand truck loaded up to 200 lbs.; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; accuracy; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and one year of clerical experience.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted for the year of required experience.

SPECIAL REQUIREMENT: A valid New York State Driver's License is required at time of appointment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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

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Job Class Code: C2992
Job Group: IV