

SENIOR RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs various functions necessary for the management of records in one or more program areas (Archives, Records Management, or Micrographics) of the Records and Archives 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 Correction. This is the full performance level of the Records Clerk Series and incumbents are expected to work independently and act in a lead capacity over Records Clerks and Volunteers. Does related work as required.

EXAMPLES OF WORK:

Files, shelves, and retrieves different types of records, tapes, discs or microfilm;

Receives archival, inactive or other records to be filmed or scanned;

Sorts and prepares records for use by clients or for filming, scanning or other processing;

Keeps records of all transactions in accordance with established policies and procedures;

Drives a van to retrieve and/or drop off records on request; uses two wheeled hand trucks to load, unload, place and remove storage boxes weighing up to 40 lbs. either at a departmental site or at the Records Center;

Delivers inactive and/or active records to government officials and others;

Films, scans or otherwise processes records;

Assists (in person or by telephone) government officials and others in locating inactive records;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, database software or micrographic equipment in performing work assignments;

Assists in the disposal of records as authorized;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of alphabetic, numeric and other filing systems; knowledge of modern office procedures; ability to perform simple arithmetic computations; ability to maintain detailed and accurate records and files; ability to establish effective working relationships; ability to code records and files according to established procedures; ability to lift and carry loads up to 40 lbs. and up to 10 ft. high without assistance, and to use a hand truck loaded up to 200 lbs.; ability to effectively use computer applications such as spreadsheets, word processing,

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)
calendar, e-mail, database software or micrographic equipment; ability to read, write speak, understand and communicate in English sufficiently to perform the essential functions of the position; accuracy; initiative, dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and two years experience which regularly consisted of records maintenance functions for both physical and computerized records including filing and retrieval of records and documents.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to two years of the required 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.

SPECIAL REQUIREMENT: Depending on assignment, may require possession of a valid license to operate a motor vehicle in the State of New York at time of appointment and maintain same while in the title.