

SUPERVISING RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position supervises the activities of one or more program areas (Archives, Records Management, or Scanning/Micrographics) of the Records and Archives Center, a division of the Department of Information Technology. Supervision is exercised over Records Clerks, Senior Records Clerks and Volunteers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

Assists departments, the general public and County officials by locating and reviewing records to make information available;

Prepares purchase requisitions and maintains filing systems to keep track of invoices and other transactions as needed,

Keeps track of office supplies to ensure an adequate inventory;

Maintains time and attendance of personnel at the Records Center;

Supervises a small number of subordinates in one or more areas of the Records Center;

Arranges and describes archival records closely adhering to national standards and local practice as it relates to various formats (paper, photographs, maps, etc.);

Assists the public and county departments with research requests;

Creates finding aides in paper and electronic form;

Creates exhibits and other outreach tools to disseminate information about the archives;

Assists in the appraisal of records for historical value;

Properly houses and labels records for long-term preservation;

Assists departments in arranging, boxing and labeling records for transfer to the Records Unit of the Center;

Assists departments in the use of the Center's automated and paper Transfer Lists;

Assists departments in the determination of proper retention periods according to the New York State Retention and Disposition Schedule and other regulations;

Schedules the transfer, delivery and destruction of records;

Oversees the transfer of records from County offices to the Scanning/Micrographics Unit of the Center and ensures their proper disposition after micro imaging;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Oversees the imaging of archival records having historical value, ensuring that all protocols are followed for maintaining the integrity of same;

Oversees the production of computer output microfilm from images of records previously scanned and monitors for quality assurance;

Ensures that materials and supplies for all scanning and micrographics equipment is properly stored and/or maintained; trains other as to the proper use of equipment;

Oversees the proper boxing and labeling of micrographic media;

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

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of accepted practices and procedures used in modern records management; knowledge of computer applications such as spreadsheets, word processing, calendar, e-mail, database software, scanning and micrographics procedures and skill in their use; ability to plan and supervise the work of others; ability to maintain detailed and accurate records and files; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to compile data and information from records; ability to follow complex written and oral instructions; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, scanning, micrographics and database software in performing work assignments; ability to work well with the public; initiative; accuracy; tact; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) four years of experience where the primary function of the position was maintaining paper-based and/or electronic records or producing scanned images or computer output microfilm; or (b) four years of experience where the primary function of the position was support of records management functions including filing, locating, sorting and retrieving physical and computerized records.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to three years of the above required experience. There is no substitution for one year 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 Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possess and maintain a valid New York State Driver's License while in the title.