

Department: County, Towns and Villages
Classification: Competitive
Grade: 9

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PRINCIPAL RECORDS MANAGEMENT CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and assisting of a specialized nature in cataloging and classifying a variety of records in the County, Towns and Villages. The work is performed under general supervision of the Records Management Officer in accordance with office policies and procedures requiring a high degree of accuracy and thoroughness. Supervision is exercised over the work of subordinate clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plan, assign and review the maintenance and destruction of records;
Supervise and assist in the cataloging and classification of a complex variety of records;
Revise, systematize and install records management methods and procedures;
Coordinate interdepartmental records management projects;
Coordinate county-wide records scanning projects;
Conduct complex research projects for County Departments and other municipal entities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of NYS achieves and NYS Unified Court System Records Retention and Disposition schedules; thorough knowledge of records in archives and their various locations; thorough knowledge of terminology related to Real Property and NYS Court system, current and historic; good judgement in planning and implementing effective records management programs; ability to coordinate complex records management projects; ability to accurately and efficiently complete research projects; ability to readily acquire familiarity with office computer systems; ability to plan, assign and supervise the work of cataloging, maintaining and destroying records; ability to deal effectively with the public; ability to prepare correspondence and disposition requests; high degree of accuracy, initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION:

Five (5) years of full-time permanent competitive status as an Essex County Records Management Clerk.

Created: 02/06/2014