

Department: County, Towns and Villages  
Classification: Competitive  
Grade: 6

SPEC DISK F7  
DOCUMENT 07

### RECORDS MANAGEMENT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility 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. The incumbent does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

Outlines and demotes the various records in departments;  
Disposes of records whose life has expired by the use of the records schedule;  
Retains those records whose life is permanent or has not yet expired;  
Boxes the records that must be retained and label the outside of each box;  
Inputs the records inventory in a computer that will be used as a reference for disposition and location;  
Works with departments on record retention;  
Assists in organizing and maintaining our records storage center;  
Repairs records in danger of being lost due to age and therefore preserve forever old records;  
Works with the general public and the departments on finding records and working with records.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of alphabetical, numerical, subject, and other filing systems; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures, and filing equipment and supplies; familiarity with legal forms, documents and related terminology; ability to understand and carry out moderately complex oral and written instructions; ability to write legibly; clerical aptitude; ability to type; physical condition commensurate with the demands of the position.

#### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience.

REVISED - 09/10/96