

DEPARTMENT: COUNTY CLERK
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 21, 2015

RECORDS MANAGEMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important and difficult position with a wide range of responsibilities for the coordination and operation of the county's Records Management Program. The incumbent is responsible for the processing of records and documents for storage or disposition, for performing a wide variety of specialized clerical duties, for assisting the First Deputy County Clerk with records management tasks and for attending meetings, workshops and related training. The Records Management Officer (RMO) and the First Deputy County Clerk provide direct supervision and the incumbent may exercise direct supervision over part-time and/or temporary staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Coordinates the storage of county departmental records and documents by processing requests for removal and then sorting, indexing, boxing, labeling, and arranging records in accordance with an established filing system upon receipt in the storage facility;
2. Determines the appropriate records retention periods in accordance with New York State Archives retention schedules and coordinates continuous legal disposition of records;
4. Performs data entry including word processing and labeling;
5. Maintains an index of active, inactive and archival records and reviews periodically;
6. Maintains and compiles weekly, monthly and annual statistics and reports of the Records Management Program, the Records Storage Facility and associated activities;
7. Assists the RMO and the First Deputy County Clerk with the continuous development of the Records Management Program by developing policies, forms and procedures;
8. Assists in advising county personnel regarding record retention matters of a routine nature;
9. Attends Records Management Advisory Board meetings, New York State Archives and other related workshops and training activities;
10. Assists in planning and conducting in-service training;
11. Assists with special and periodic records management projects;
12. Consults with department heads regarding survey and analysis of all records as well as departmental filing and storage needs.
13. Ensures sound management and preservation of archival records;
14. Trains, supervises and evaluates staff;
15. Maintains safety-related information and monitors security and HVAC systems;
16. Serves as liaison to vendors and monitors their work to ensure that it meets established operational standards.

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

Thorough knowledge of principles and procedures of recording and managing records; good knowledge of general office terminology, procedures, equipment, and clerical techniques; good knowledge of business English, spelling and arithmetic; working knowledge of the legal requirement for records retention and methods of disposal; skilled at organization, communication and reading comprehension; skilled at using a personal computer/software; Ability to follow oral and written instructions; ability to analyze data and draw valid conclusions; ability to gain cooperation from various other departments; willingness to work in unfavorable environmental conditions; physical strength and stamina commensurate with the demands of the position.

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RECORDS MANAGEMENT COORDINATOR CONTINUED

MINIMUM QUALIFICATIONS: Graduation from high school or an equivalency diploma **AND**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of records management program experience involving indexing, organizing, reviewing, storing, archiving, retrieving, and disposing of records in accordance with an established records retention schedule. Experience must have been in a controlled records management facility and must have involved the use of computerized records; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and three (3) years of records management program experience involving indexing, organizing, reviewing, storing, archiving, retrieving, and disposing of records in accordance with an established records retention schedule. Experience must have been in a controlled records management facility and must have involved the use of computerized records; **OR**

Five (5) years of records management program experience involving indexing, organizing, reviewing, storing, archiving, retrieving, and disposing of records in accordance with an established records retention schedule. Experience must have been in a controlled records management facility and must have involved the use of computerized records.

NOTE: Filing and general office experience is not records management experience. Verifiable part-time, volunteer, and/or internship experience will be pro-rated.