

RECORDS MANAGEMENT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical and technical position involving the conduct of a comprehensive inventory of records including determining a number of factors concerning such records such as location, numbers, type, condition, retention schedules, storage arrangements, etc. The work is performed under general supervision. May supervise clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Identifies records by type and location; Ascertains and records the purpose of each type of record; Prepares a written description of each type of record; Records condition, format, date span, arrangement and quantities of each type of record; Determines and records any mandated retention period for each type of record; Determines and records the accumulation rate for each type of record; Where mandated retention schedules do not apply, determines and/or recommends how vital, important, useful or essential such records are for operations of an agency or from a historic point of view; Develops master inventory summary on a department and County wide basis; Notes and reports problems concerning record storage and condition.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of records management; Good knowledge of inventory procedures; Working knowledge of the types of records maintained by an agency; Working knowledge of the potential historic significance of public records; Working knowledge of records retention requirements; Ability to maintain comprehensive detailed records accurately and neatly; Ability to prepare written material; Clerical aptitude; Ability to work with and secure the cooperation of others; Ability to supervise the work of others; Good powers of observation and perception; Initiative; Good judgement; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a with an Associate's Degree in Business, Business Management, Business Administration, Communications, English, Accounting, Information Systems, Computer Sciences, Management, Office Management, Liberal Arts and Sciences or a related field; or
- B. Three years experience records management involving the maintenance of a variety of records, inventory, information compilation or related field; OR
- C. An equivalent combination of training and experience as defined by the limits of A and B.

NOTE: One additional year of college may be substituted for the one year of experience in A.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 1/15/91

Reviewed 3/9/93

Revised 11/8/95; 2/10/22; 8/28/24