

RECORDS CLERK

JOB CODE: 6909
LOCATION: Tioga County Departments; Municipalities
CLASSIFICATION: Competitive
SALARY: CSEA - Grade IV
ADOPTED: 9/97; Revised 3/16/99, 05/2019 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for performing moderately difficult clerical duties involved in records management. Employees in this class will exercise independent judgement in processing a variety of records and reports, requiring a general understanding of specific law, office rules, procedure and policies. General supervision is received from a higher-ranking administrative or clerical employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Searches, retrieves and photocopies authorized material for requesting agency or individual;
- Receives and reviews all files in order to compile state and federal statistical reporting on a personal computer or mainframe;
- Codes and labels all incoming department files;
- Performs data entry to maintain the computerized record filing system;
- Cleans, repairs, sequences and otherwise prepares files and documents for computerized storage and microfilming;
- Reviews, identifies and removes appropriate records for transmission into archives;
- Composes and types correspondence as directed;
- Retrieves information and makes calculations when requested for the preparation of statistical and/or related reports;
- May receive and classify Freedom of Information Requests (F.O.I.L.) and other non-F.O.I.L. requests for determination;
- Performs various clerical duties, including answering phones and assisting the public;
- Depending upon location, may be required to perform light cleaning duties such as: vacuuming, moping, dusting, emptying trash, etc.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of office terminology, procedures and equipment; working knowledge of specific laws, policies and procedures associated with the assigned departmental activity; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; ability to follow verbal and written instructions; ability to operate a personal computer; good organizational skills; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- a) Graduation from a regionally accredited New York State college or university with an Associates degree in office technology or closely related field; **OR**
- b) Graduation from high school or possession of an equivalency diploma and two years of full-time paid general office and records management experience or its part-time equivalent; **OR**
- c) An equivalent combination of education and experience as defined in a) and b).

NOTE: Records Management may include record organization, review, storage, retrieval, disposition and/or similar activities.