

DEPARTMENT: COUNTY CLERK
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 3, 2022

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. The incumbent leads and oversees the work of a Clerical II. 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 newly assigned 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

PROMOTIONAL QUALIFICATIONS: One (1) year of permanent competitive status as a Clerical II in the Niagara County Clerk's Office immediately preceding the date of exam.

MINIMUM QUALIFICATIONS: Graduation from high school or an equivalency diploma **AND** one of the following:

1. Graduation with a Bachelor's Degree in a business related field; **OR**
2. Graduation with an Associate's Degree in a business related field and one (1) year of full-time paid records management program experience involving indexing, organizing, reviewing, storing, archiving, retrieving, and disposing of records in accordance with an established records retention schedule. **OR**
3. Three (3) years of full-time paid records management program experience involving indexing, organizing, reviewing, storing, archiving, retrieving, and disposing of records in accordance with an established records retention schedule.

NOTE:

1. Filing and general office experience is not records management experience. The primary focus of the job must have been in the above records management activities;
2. Degrees and/or credit hours 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.