

ARCHIVAL PROCESSING TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing archival or record management work in the county records retention program. The work is carried out in accordance with accepted standards and those requirements established by the New York State Education Department and involves archiving, appraisal, and related records management work. Work is performed under the general supervision of a higher level employee. Supervision may be exercised over the work of subordinate employees or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Describes and prepares inventories of records generated by county agencies in connection with their transfer to a records storage facility, an archive, or as a part of a records management survey, inventory or operation;

May act as an instructor for other employees providing on the job training in shelving, disposal, unloading, loading, reference activities, preparing inventories, control documentation and all other work relating to the functions performed at a records storage facility, records management division, archive, or survey operations;

May also instruct agency personnel in proper packing and inventory techniques;

As necessary, performs filing, shelving, loading, packing, and related activities;

Performs reference or research type searches at a records storage facility, archive or division of records management;

Makes arrangements for the physical transfer of records and/ or archival materials to a records storage facility, archive and/ or other locations as directed;

Participates in the preparation of preliminary inventories and finding aids by identifying the limits of specified component series within a records group, determining the chronological time span and volume of the series, writing brief descriptive statements of the subject matter, content and type of records included in the series;

Assists in the performance of research activities to collect information and data of a contemporary or historical nature for use in the preparation of booklets, pamphlets, articles, reprints and speeches.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods for indexing and inventorying records; thorough knowledge of laws, rules and regulations governing records retention; good knowledge of EDP applications in records management; skill in the operation of microfilm equipment; ability to supervise the work of others; ability to read and understand technical written material such as legal documents and records retention schedules; ability to express

one's self clearly orally and in writing; ability to get along with others; ability to prepare reports of a tabular nature; ability to train employees in records management procedures including operation of data entry, micrographics and microfilm equipment; accuracy; attention to detail; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and one (1) year of full-time paid experience in an archives or records management center engaged in the reference, accession, and disposal of records and other archival materials; OR
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience as described above.

ULSTER COUNTY
0215 ARC PRG TC
Classification: Competitive
Grade: 11
Union: CSEA

Adopted: May 13, 1999
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