

## **PRINCIPAL RECORDS CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the oversight and performance of routine and complex clerical duties in a records unit in a county department and the independent performance of specialized records management projects. Work is carried out in accordance with established procedures and may involve processing records in a variety of ways including, but not limited to data entering, filing, microfilming, and photocopying. Work is performed under the general supervision of a higher level employee. Supervision is exercised over subordinate employees. 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.

Supervises and participates in the daily operation of a records unit in a department or agency;

Maintains an inventory of records and materials within a department or unit;

Maintains file security and confidentiality;

Analyzes current forms and makes suggestions for changes;

Participates in implementing State Education Department controls on records retention and disposition;

Supervises and participates in transferring records from a department or unit to a storage area and retrieves records as needed;

Calculates quantity of records on hand so plans for additional storage can be made;

Maintains a log of standardized form numbers, logs dates forms were issued or revised, and keeps copies of each form in use;

Utilizes electronic data processing equipment in the course of performing duties and responsibilities, such as but not limited to data entering records into informational data bases;

Instructs employees in the operation of office equipment, including computer equipment and microfilming equipment;

Performs a variety of clerical duties, such as, but not limited to data base maintenance, microfilming, filing, alphabetizing etc.;

Maintains and is responsible for file security and confidentiality;

In the County Clerk's Office, an incumbent may additionally perform the following:

Acts as a consultant to county departments and other governmental agencies for records management, including micrographic computer services, and management of hard copy;

Prepares specifications for microfilming projects contracted from other governmental units;

Supervises the daily operation of the micrographic's unit;

Prepares annual county microfilm budget;

Develops microfilm specifications according to SABRA guidelines and ANTI standards for court admissible microfilm;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of record keeping principles and practices; when assigned to the County Clerk's Office, thorough knowledge of the methods and practices used in the microfilming of legal instruments; good knowledge of office terminology, procedures, routine and equipment used; ability to supervise the work of others; ability to carry out written and oral instructions; good judgment; clerical aptitude; initiative; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience, two (2) years of which in a position comparable to Record Clerk and two (2) years of which in a position comparable to Senior Records Clerk; **OR**
- B. Six (6) years of experience, four (4) years of which in a position comparable to Record Clerk and two (2) years of which in a position comparable to Senior Records Clerk.

Note: One year of college level study may be substituted for one year of the experience comparable to the Record Clerk experience required above.

ULSTER COUNTY  
4998 PR REC CLK  
Classification: Competitive  
Grade: 12  
Union: CSEA

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