

PRINCIPAL RECORDS MANAGEMENT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing and participating in implementing and maintaining the records management program for county departments. Work is carried out in accordance with records retention requirements set by the New York State Department of Education and involves a variety of responsibilities related to records storage, retention dating, designing records management systems and related work. The work is performed under the general supervision of the Deputy County Clerk responsible for records management with considerable leeway allowed for the use of independent judgment in performing the technical details of the work. The class differs from that of Senior Records Management Technician in overall authority and level of supervisory responsibility. Supervision is exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below provide representative examples of the variety of work assignments in the title and 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 internal consulting work for County Departments in all phases of records management including micrographics, computer services and management of hard copy;

Supervises and participates in interpreting and applying records retention schedules promulgated by the New York State Education Department for all County Departments;

Supervises and participates in the design and implementation of retention schedules for records not covered by existing State schedules;

Develops and implements a schedule for microfilming records for all County Departments;

Recommends, implements and aids in maintaining and enhancing manual and computerized systems for indexing, cataloging and inventorying records;

Prepares and presents records management programs to management and user organizations;

Develops and implements procedures regulating access to records, their physical care, storage and disposal;

Instructs staff in records management and microfilming procedures;

Instructs staff in use of microfilming, processing and duplicating equipment;

Prepares detailed reports of a tabular nature describing the status and progress of the records management program.

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; working knowledge of the principles and practices of supervision; 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 communicate effectively, both orally and in writing; ability to get along with others; ability to prepare reports of a tabular nature with or without the use of database software; 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: Either:

- A. Possession of a bachelors degree which includes a minimum of fifteen (15) semester credit hours in Data Processing and/ or Records Management and three (3) years of full-time paid experience in a position whose function included responsibility for the maintenance of a large record system; **OR**
- B. Possession of an associates degree which includes a minimum of fifteen (15) semester credit hours in Data Processing and/ or Records Management and five (5) years of full-time paid experience in a position whose function included responsibility for the maintenance of a large record system; **OR**
- C. High School graduation or possession of a high school equivalency diploma and eight (8) years of full-time paid experience in a position whose function included responsibility for the maintenance of a large record system.

ULSTER COUNTY
4999 PR REC MGT
Classification: Competitive
Grade: 14
Union: CSEA

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