

RECEIVING AND DELIVERY CLERK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for receiving records that are transferred for storage, retrieving records requested by customers, refiling records returned from a reference request and completing logs and reports documenting this activity. The work is performed under the direct supervision of the Principal Records Management Technician or another designated higher-level employee in accordance with established policies and procedures with limited leeway allowed for the exercise of independent judgment and initiative in work methods. Supervision is normally not a function of an employee in this class. 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.

Retrieves and receives from the records storage vault, records that have legally surpassed their retention date and are eligible for verified destruction;

Pulls appropriate records requested by storage customers, verifying that the correct records are pulled and packaged for delivery via courier;

Completes and documents the refiling of records returned by customers, to their appropriate location in the Ulster County Records Center;

Compares records received from customers against transfer paperwork, assuring the information and records returned are correct;

Receives and stores incoming records for transfer in the vaults and places them in the appropriate assigned location;

Monitors a computerized records management inventory system for computerized retrieval requests;

Receives phone calls from customers, and arranges with supervisor, the retrieval and delivery of and/or refile or transfer of records;

Assists with the pickup and receiving of records to be transferred for storage;

Assists with the packaging of records for storage when requested by the customer;

Assists with the delivery of records to customers when needed;

Applies Inventory Control Numbers and Location Codes to boxes received for storage;

Monitors on a daily basis, the condition of the vaults via a vault walk through inspections insuring stable conditions;

Maintains, cleans and organizes the records storage vaults;

Completes simple reports, retrieval request forms and Records Processing and Intake Logs and other simple reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the methods and procedures used in receiving, storing and retrieving records in storage; working knowledge of inventory record keeping; ability to make simple arithmetic computations; ability to familiarize oneself with various medical terms, labels, supplies and equipment; ability to get along well with, and secure the cooperation of others; ability to understand and follow simple oral and written instructions; willingness to perform routine cleaning and other manual tasks; accuracy; thoroughness; honesty; dependability; 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 one year of full-time paid or its part-time equivalent, work experience in receiving, storing and delivering records, records, files, documents and associated supplies; **OR**

B. Two (2) years of full-time paid or its part-time equivalent, work experience in receiving, storing and delivering records, files, documents and associated supplies.

ULSTER COUNTY
5365 RCVG&DL CL
Classification: Competitive
Grade: 4
Union: CSEA

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