

RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the performance of record keeping and inventory control tasks that may involve the operation of microfilm equipment. The work is performed under the general supervision of a higher level employee. Supervision is not a responsibility 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 does 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.

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

Assists in maintaining an inventory of records and materials within a department or unit;

Maintains file security and confidentiality;

May operate microfilm equipment and maintain microfilm schedules;

Transfers 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;

Assists in analyzing current use and management oriented forms and makes suggestions for changes;

Maintains a log of standardized form numbers and logs dates forms were issued or revised;

Maintains activity sheets on each form and maintains copies of forms per department or unit;

Types labels and associated materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of methods of indexing and inventorying records; ability to acquire skill and knowledge in the operation of microfilm equipment and its uses; ability to understand and follow technical oral and written directions; ability to maintain confidentiality; ability to operate a typewriter to complete forms and perform other light typing; accuracy; attention to detail; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Successful completion of the eighth grade in school; or it's equivalent.

ULSTER COUNTY
5390 RECORD CLK
Classification: Competitive
Grade: 6

Adopted: January 10, 1984
Revised: February 15, 1984
Revised: August 31, 1989
Revised: September 25, 1991

