

RECORDS MANAGEMENT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class designs, implements and maintains a record management system for a county department, town, village or school district. The work is performed under the general direction of a department head or other administrative official with considerable leeway allowed for the use of independent judgment in the technical details of the work. Supervision may be exercised over the work of clerical employees, and the employee provides guidance and direction to all department employees in technical matters of records management. 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.

Conducts and maintains an inventory of the agency records;

Interprets and applies records retention schedules promulgated by the New York State Education Department and other state agencies;

Designs and implements retention schedules for records not covered by existing State schedules;

Develops and implements a schedule for the micro-filming of records;

Develops, implements and maintains, with technical assistance from data processing personnel, a computerized system for indexing, cataloging and the inventory of records;

Develops and implements procedures governing access to, and physical care, storage and disposal of, records;

Maintains file security and confidentiality;

Instructs staff in records management procedures and the use of microfilm, processing and duplicating equipment;

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

Operates micro-film equipment;

May assist in the planning and implementation of forms and procedures according to the needs of the department or agency in order to keep current with federal, state, departmental and agency standards and practices;

May utilize electronic data processing equipment in the course of performing duties and responsibilities, such as, but not limited to, data entering in informational databases.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws, rules and regulations governing records retention; good knowledge of methods for the indexing and inventory of records; working knowledge of computerized applications in records management; skill in the operation of microfilm equipment; ability to read and understand technical written material such as legal documents and records retention schedules; ability to express oneself clearly orally and in writing; ability to get along well with others; ability to prepare reports of a tabular nature; ability to maintain file security and confidentiality; accuracy; attention to detail; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university including or supplemented by an introductory course in data processing or records management; **OR**
- B. High School graduation or possession of a high school equivalency diploma and two (2) years of full-time paid, or it's part-time equivalent, experience in an office which included responsibility for the maintenance of a large record system; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
5400 REC MGT TE
Classification: Competitive
5401 RMT HLP
Classification: Non-Competitive
Grade: 10
Union: CSEA

Adopted: December 29, 1981
Revised: October 22, 1982
Revised: February 25, 1983
Revised: July 22, 1994
Revised: December 16, 2004