

SENIOR RECORDS MANAGEMENT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class designs implements and maintains a record management system for all county departments. The work is performed under general direction of a Deputy County Clerk with considerable leeway allowed for the use of independent judgment in technical details of the work. Supervision is exercised over the work of all subordinate employees assigned to the records management task. 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.

Acts as a consultant to County Departments in all phases of records management including micrographics, computer services and management of hard copy;

Interprets and applies records retention schedules promulgated by the New York State Education Department for all County Departments;

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

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

Recommends, implements and aids in maintaining a computerized system for indexing, cataloging and inventorying records;

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

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; 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 express oneself clearly orally and in writing; ability to get along with others; ability to prepare reports of a tabular nature; 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 bachelor's degree which includes a minimum of fifteen (15) semester credit hours in Data Processing and/or Records Management and one year 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 associate's degree which includes a minimum of (15) fifteen 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**
- C. High School graduation or possession of a high school equivalency diploma and six (6) years of full-time paid experience in a position whose function included responsibility for the maintenance of a large record system.

ULSTER COUNTY
6490 SR RM TECH
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: July 6, 1988