

## RECORDS & INVENTORY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position primarily involving the storage, retrieval, and disposition of county records. An incumbent also stores and accounts for inventories of expendable supplies. This position differs from other clerical positions by virtue of the fact that an incumbent must engage in various manual tasks in storing, moving and retrieving records and supply items. Duties are performed in accordance with local, state and federal rules and guidelines. The work is performed under general supervision. A Records and Inventory Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- Establishes and maintains a storage facility for inactive records;
- Conducts the initial survey and analysis of records;
- Receives, sorts, indexes and files any of a wide variety of materials such as correspondence, forms, checks, vouchers, warrants, payrolls and case histories;
- Performs the legal destruction of obsolete records through adoption and use of State Education Department Records Retention and Disposition Schedules;
- Keeps records of material and prepares it for filing by coding, indexing and cross-indexing as necessary;
- Prepares file folders, guides and labels;
- Procures requested material and charges it to the borrower making necessary searches to insure completeness;
- Files returned materials and cancels charge-outs;
- Assembles material from files on specific subjects or cases;
- Receives, stores and may issue supply stocks of blank forms and other expendable supplies;
- Operates motor vehicles to transport and deliver records, equipment and supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office procedures, record storage practices, terminology, principles and techniques; working knowledge of business arithmetic and English; clerical aptitude; ability to read and apply rules governing records management; ability to organize and file a large volume of records efficiently and accurately; ability to follow oral and written instructions; ability to bend, lift, climb, stand and walk for extended periods of time; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: At time of appointment, must possess and maintain a valid motor vehicles operator's license and use of a privately owned motor vehicle.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: October 23, 2003

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