

## SENIOR RECORDS AND INVENTORY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position primarily involving the storage, retrieval, and disposition of County records. The work requires the exercise of judgement in the application of procedures to specific situations on the retention and/or disposition of records in accordance with the State Education Department Records Retention and Disposition Schedules. This position differs from other clerical position 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. Supervision is exercised over the work of subordinate employees and others assigned to work in the facility. The work is performed under general supervision with leeway allowed for the use of independent judgement. A Senior 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;
- Contacts department heads for purposes of updating records and coordinating the destruction, re-boxing, and indexing of records;
- Maintains computerized listing of departmental records and inventories;
- Prepares a variety of records and reports regarding the records management process;
- 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;
- Supervises the work of subordinates and others assigned to the records facility;
- 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; knowledge of New York State Education Department Records and Retention and Disposition Schedules; 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 and two (2) years experience involving records management, disposition, destruction, and/or indexing in an agency adhering to New York State regulations.

*SPECIAL REQUIREMENT:* Possession of an appropriate class motor vehicle operator's license and use of a privately owned motor vehicle.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 11/18/99