

## RECORDS RETENTION CLERK

DISTINGUISHING FEATURES OF THE CLASS: this position exists in the County Records Management Department and involves responsibility for reviewing and cataloging records used by the County for retention and disposition determination. An employee in this class also stores and accounts for records. Work is performed under the direction of the Records Manager. The incumbent does related work as required.

### TYPICAL WORK ACTIVITIES: ( Illustrative Only)

Conducts and maintains a survey and inventory of records utilized by the County;  
Works closely with Departments to maintain SARA compliance;  
Performs the legal destruction of obsolete records using the State Education Department Records Retention and Disposition Schedules;  
Works in storage area physically reviewing records and lifting boxes;  
Receives, sorts, indexes and files a wide variety of materials such as correspondence, checks, vouchers, warrants and case histories;  
Keeps records of material and prepares it for filing by coding, indexing and cross-indexing as necessary;  
Prepares file folders, labels and boxes for storage;  
Assembles material from files on specific subjects of cases;  
Maintains data base for retrieval of records as requested by Departments;  
Moves storage boxes from various locations to a central storage area.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of record keeping systems, procedures and related terminology.  
Good knowledge of indexing procedures and methods used to organize records. Working knowledge of various types of records used in public offices. Working knowledge of State laws and rules, and regulations governing the retention and disposition of records.  
Ability to organize work effectively; ability to file and index records accurately. Ability to operate a PC and working knowledge of computer software related to records retention. Ability to deal with a wide variety of people with tact and courtesy.

### MINIMUM QUALIFICATIONS:

- A. Completion of a minimum of 60 credit hours in a regionally accredited or New York State registered college or university; OR
- B. Graduation from High School AND two (2) years of experience in filing, organizing, storage and disposal of records;
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.