



RECORDS MANAGEMENT OFFICER

Jurisdiction Class: Competitive
Civil Division: County
Adopted by YCCSC: 3/6/1996
Revised by PO: 4/21/2022

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for administering the records management program mandated by the Local Government Records Law of NYS. The work involves continual surveying and examination of active, inactive and historical public records kept, generated, filed or obtained by the departments of Yates County. The Records Management Officer will determine the value, use and best method of preservation, storage and disposition according to NYS Archives recommendations and local, state and federal laws. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administer storage and maintenance of inactive and historic records and storage areas;
Retrieve records for the public and government officials, ensuring their availability and access;
Develop and maintain a comprehensive records management program in cooperation with local government officials and in accordance with all laws.
Provide advice and assistance in records management procedures and techniques to departments;
Create indexes and finding aids to aid in the access to records by public and government officials;
Establish policies and procedures for records management in county departments and agencies
Enforce rules and procedures for public access to records;
Review records for classification as active, inactive, permanent, disposable or historical;
Prepare reports as required;
Carry out the digital reproduction of paper records using in-house scanning system;
Perform other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of records management systems, methods and techniques;
Working knowledge of governmental activities and procedures;
Ability to read and apply government statutes which relate to records management;
Ability to organize and file a volume of records efficiently and accurately
Ability to plan, direct and coordinate the work of others;
Ability to prepare written reports;
Ability to bend, lift 35 lbs, climb and stand for long periods;
Ability to research records and deal positively with the public;
Proficient in Microsoft Office Suite.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree; AND two (2) years of experience in the compilation, management, and maintenance of a variety of records; OR
- b) Graduation from high school or possession of a high school equivalency diploma; AND four (4) years of experience as defined by the limits of (a); OR
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).