

RECORDS MANAGEMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical and technical work involved in providing assistance and advice to various agencies concerning records management issues related to record identification, inventory, cataloging, reservation, storage and disaster preparedness. The work is performed under general supervision. Supervision of others is not normally required of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Consults with agencies to determine the status of their records management program; Makes recommendations to improve agencies' records management plans and procedures; Assists agencies in carrying out records management activities including identification of type and location of various records, and preparing an inventory and catalog of records; Assists in the preservation and storage of records; Assists and advises in the preparation of disaster preparedness contingency plans and procedures related to records management; Operates microfilm and associated equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of records management including New York State archival procedures; working knowledge of inventory procedures; Working knowledge of the potential historic significance of public records; Working knowledge of the practices governing the operation of microfilm machines and equipment; Working knowledge of records retention requirements; Ability to maintain records accurately and neatly; Clerical aptitude; Ability to work with and secure the cooperation of others; Good powers of observation and perception; Ability to solve problems involving records management; Initiative; Good judgement; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one year of experience in records management involving the maintenance of a variety of records, inventory, information compilation, microfilming or related work.

Adopted 3/1/00