

# RECORDS OFFICER Tompkins County

**Department:** County Clerk

**Classification:** Competitive

**Labor Grade:** 8

**Approved:** 0

## **MINIMUM QUALIFICATIONS: EITHER:**

(a) Completion of at least 60 semester hours of study from a regionally accredited or New York State registered College or University in History, Social Sciences, Business Administration or a related archives field **AND** one year of full-time paid (or the equivalent part-time) experience working in a County Clerk's Office or in a government records retention program which involved the routine interpretation and application of a formal records retention schedule; **OR**

(b) High School or equivalency and three years of full-time paid (or the equivalent part-time) experience working in a County Clerk's Office or in a government records retention program which involved the routine interpretation and application of a formal records retention schedule; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for developing and maintaining a comprehensive records management system for all county departments. The work involves inventorying, assessing and developing retention, retrieval, and disposition systems based on regulatory and departmental requirements. The incumbent will also, on occasion, be required to fill in and handle the County's mail delivery function in the absence of the Mail Clerk. The work is performed under the general supervision of the County Clerk and will exercise independent judgment in the performance of these duties. A Records Officer may supervise subordinate staff. The incumbent will perform all other related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Initiate, coordinate and promote the systematic management of local government's records in consultation and cooperation with Department Heads and their designees;
- Recommend and guide the development and application of records management practices for local government employees;
- Track continuous disposition of obsolete records in accordance with legal requirements through the adoption and use of records retention and disposition schedules;
- Coordinate the storage and management of inactive records;
- Review and recommend requests for records storage equipment;
- Develop and review proposals for any micrographic or digital systems related to county records retention systems;
- Organize, identify, and administer the use of records;
- Conduct an initial overview of records systems and outstanding needs;
- Establish a detailed inventory of existing county records;
- Handles the writing and tracking of all grant proposals;
- Conduct an analysis of the inventory results as a basis for planning future records management efforts;
- The incumbent will, on occasion, be required to fill in and handle the County's mail delivery function in the absence of the Mail Clerk.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the purposes, principles, terminology and practices employed in records planning and management;
- Working knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in records planning and systems developments;
- Working knowledge of desktop computer application: spreadsheets, word processing, data base, and/or graphics/mapping;
- Working knowledge of current methods for collecting, analyzing and interpreting data;
- Working knowledge of research methods and techniques;
- Ability to understand complex oral and written directions;
- Ability to prepare clear and accurate reports;
- Ability to maintain effective working relations with others;
- Ability to communicate and deal effectively with others;
- Initiative and resourcefulness;
- Tact, good judgment;
- The employee's physical condition shall be commensurate with the demands of the position.