

# **RECORDS MANAGEMENT SPECIALIST**

## **Tompkins County**

**Department:** Department of Social Services

**Classification:** Competitive

**Labor Grade:** 5

**Approved:** 0

### **MINIMUM QUALIFICATIONS: EITHER:**

(a) Completion of two years (60 semester hours ) of study in a regionally accredited or New York State registered College or University **AND** one year full-time (or the equivalent part-time) experience working with and managing records in accordance with a formal records retention schedule; **OR**

(b) High School or equivalency and three years of full-time (or the equivalent part-time) experience working with and managing records in accordance with 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:**

The position is responsible for maintaining a comprehensive records management system for the Department of Social Services. The work involves maintaining a record retention, retrieval, and disposition systems based on regulatory and departmental requirements. The work involves routine, clear-cut assignments utilizing New York State's standard procedures and guidelines for records retention and is performed under the supervision of the Eligibility Division Coordinators at the Department of Social Services. Minimal autonomy is exercised in the performance of these duties. The incumbent will perform all other related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Maintains the Department's records management system in consultation and cooperation with the various Divisions within the Department;
- Track continuous disposition of obsolete records in accordance with legal requirements through the use of records retention and disposition schedules;
- Coordinate with the County Personnel Office the storage and management of inactive records;
- Organize, identify, and administer the retrieval and disposition of records;
- Ensures the records room is organized and efficiently run

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

- Working knowledge of the purposes, principles, terminology and practices employed in records management;
- Working knowledge of desktop computer application: spreadsheets, word processing, data base, and/or graphics/mapping;
- Ability to understand complex oral and written directions;
- 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.