



**CAYUGA**

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*An Equal Opportunity - Affirmative Action Employer*

**CIVIL SERVICE**

**COUNTY**

**C**

F:\Civil\JobSpecs\Records  
Management Technician

<b>TITLE:</b>	<b>RECORDS MANAGEMENT TECHNICIAN</b>
<b>JURISDICTIONAL CLASS:</b>	<b>COMPETITIVE (NON-COMPETITIVE – PART TIME)</b>
<b>CIVIL DIVISION:</b>	<b>COUNTY, SCHOOLS, TOWNS, VILLAGES</b>
<b>ADOPTION: CSM</b>	<b>12/11/91</b>
<b>REVISED: CSM</b>	<b>9/7/94</b>

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for administering the records management program mandated by the Local Government Records Law. The work involves continual surveyance and examination of non-current and archival public records kept, made, filed, or received by County government, towns, villages, and school districts of the County to determine their value, use, and most suitable method of preservation, storage, and disposition. Duties are performed in accordance with local, state, and federal laws and guidelines. General supervision is received from the Records Management Officer. Supervision is exercised over subordinates. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Develops and maintains a comprehensive records management program in accordance with local, state, and federal laws and guidelines;
- Conducts the initial survey and analysis of records;
- Coordinates the continuous legal destruction of obsolete records through adoption and use of State Archives Records Retention and Disposition Schedules;
- Establishes guidelines for suitable retention periods for records that are not covered by State Records Retention and Disposition Schedules, submits guidelines for review by Local Records Advisory Board, and proposes them for approval by State Archives;
- Establishes and supervises a storage center for inactive records;
- Reviews all requests for records generating or storage equipment (i.e. filing cabinets, microfilm equipment, computers, etc.);
- Coordinates, carries out, or participates in planning for the development of micro graphics and automated data processing systems;
- Establishes standards for proper records management;
- Ensures the sound management and preservation of archival records and their availability for research either directly or in cooperation with a designated local government archivist;
- Promotes educational and research use by community groups;
- Consults with state agencies involved with the supervision of records;
- Prepares informational releases relevant to the records management program;
- Supervises and performs difficult and involved reference services;
- Recommends and administers purchase of record management supplies and equipment;
- Prepares special and annual reports on the records management program and its cost effectiveness.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Thorough knowledge of records management systems, methods, and techniques;  
Working knowledge of governmental activities and procedures;  
Ability to read and apply statutes that relate to records management;  
Ability to organize and file a volume of records efficiently and accurately;  
Ability plan, direct, and coordinate the work of others;  
Ability to prepare written reports;  
Ability to bend, lift, climb, stand, and walk for long periods of time;  
Ability to research records and deal positively with the public;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in library science; OR
- (B) Graduation from a regionally accredited of New York State registered college or university with a Bachelor's Degree in records management, library science, history, government, business administration, economics, or closely related field AND 2 years of experience which involved acquiring, referencing, filing, refilling, and disposing of records; OR
- (C) Graduation from a regionally accredited or New York State registered 2-year college with an Associate's Degree in library science technology, history, government, business administration, or closely related field AND 4 years of experience as outlined in (B) above; OR
- (D) An equivalent combination of training and experience as outlined by the limits of (A), (B), and (C) above.