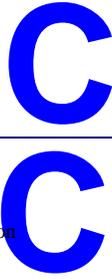




**CAYUGA
COUNTY**

F:\Civil\Jobsp\Records Retention
Clerk



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	RECORDS RETENTION CLERK
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	COUNTY
ADOPTION: CSM	05/12/1999
REVISED: CSM	06/16/1999, 03/13/19

DISTINGUISHING FEATURES OF THE CLASS:

This is a position that is primarily responsible for the storage, retrieval and disposition of county records. An incumbent performs routine clerical work and or assists in performing more difficult clerical tasks. This position differs from other clerical positions by virtue of the fact that an incumbent must engage in various manual tasks in storing, moving and retrieving records and supply items. Duties are performed under the supervision of the Records Management Assistant or Records Retention Coordinator. The incumbent does related worked as required. This person sits on the County's Records Advisory Board.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in establishing records retention and destruction schedules;
- Maintains records of material;
- Prepares records for filing by coding, indexing and cross-indexing as necessary;
- Checks reports and records for clerical accuracy, completeness and proper extension;
- Codes various transactions for computer input from source documents per established coding system;
- Uses data-entry terminal keyboard or microcomputer to enter and retrieve data from computer files;
- Updates existing records and maintains the database to insure correct status information;
- Files correspondence, memoranda, reports, and other materials;
- Answers telephone;
- Answers questions from public or county department personnel while performing work at a counter or workstation;
- Operates a paper shredder, reader printer and office-copying machine;
- May prepare simple correspondence for supervisor;
- Prepares file folders, guides, and labels as needed;
- Prepares a variety of records and reports related to the work.
- Indexes and scans documents
- Retrieves and re-files records for the public and for county departments.

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

Working knowledge of office terminology and procedures;
Working knowledge of proper grammatical usage and punctuation;
Working knowledge of business vocabulary;
Ability to use codes and file under coding system;
Ability to lift a minimum of forty pound and maximum of sixty-pound boxes of records;
Ability to work in a sealed environment;
Ability to follow oral and written instructions;
Tact, courtesy, and decorum in dealing with the public and other government departments;
Working knowledge of Microsoft Suite.

MINIMUM QUALIFICATIONS:

Graduation from high school or in the possession of a high school equivalency PLUS one year of clerical experience which included entering and retrieving data from a computer system.