



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	Records Retention Specialist
Jurisdictional Class:	Competitive
Civil Division:	County
Adoption: CSM	10/18/22
Revised: CSM	1/23/23

DISTINGUISHING FEATURES OF THE CLASS:

This position differs from other clerical positions by virtue of the fact that an incumbent must engage in various technological tasks in digital record scanning, indexing, disposition, and general administration. Duties are also related to assisting other relative County Departments in the usage and operation of the County Enterprise Content Management System (ECMS) SaaS system. Duties are performed under the supervision of the Records Retention Director and the Cayuga County Clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in organizing and facilitating digital records retention, scanning, indexing, and disposition efforts for the County Records Department and all relative County departments;

Ability to administer and maintain digital records and their lifecycle in a cloud-based Enterprise Content Management System (ECMS). Experience with Laserfiche SaaS is a plus;

Ability to assist County departments and related staff in maintaining digital records in an ECMS SaaS system;

Prepares County records for storage by scanning, indexing, and reviewing quality of scanned records;

Checks records for clerical accuracy, completeness, digital quality, and proper indexing or metadata;

Assists with work in the Cayuga County Clerk office;

Uses computing technology to enter and retrieve data from computer files and systems;

Updates existing records and maintains the ECMS database to insure correct record information;

Answers questions from public or county department personnel while utilizing computing technology;

Operates a paper shredder, multi-function copier/scanner and general office technology;

May prepare correspondence;

Files correspondence, memoranda, reports, and other materials;

Answers telephone;

Prepares a variety of records and reports related to the work.

Appropriate knowledge levels of business office and cloud-based technology;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of office terminology and procedures;

Ability to use codes and file under coding system;

Ability to follow oral and written instructions;

Working knowledge of business technology, cloud-based technology, and Microsoft application technology;

Good verbal and written communication skillset;

Good organizational skillset and attention to detail;

Good work ethic and initiative;

Knowledge of New York State Archives environment and related administration is a plus;

Experience with Laserfiche SaaS ECMS is a plus.

Professional and excellent tact, courtesy, customer service and decorum in dealing with the public and other government departments.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered two (2) year college with an Associate's Degree in Records Management, Business Administration, Computer Information Systems, Computer Science, or a related field, PLUS one year of clerical experience which includes entering and retrieving data from a technology system; **OR**
- (B) Graduation from high school or in the possession of a high school equivalency PLUS two years of experience which includes entering and retrieving data from a computer system; **OR**
- (C) An equivalent combination of education, training and experience as defined by the limits of (A) and (B).