



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Records Management Assistant**
Jurisdictional Class: Competitive (Full-Time)
Non-Competitive (Part-Time)
Civil Division: Specific Towns & School Districts *(as indicated in footnote)*
Adoption: CSM 2/13/91
Revised: CSM 9/8/04, 4/11/07, 9/10/08, 3/10/10

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible position primarily involving the storage, retrieval, and disposition of records. An incumbent also stores and accounts for inventories of expendable supplies. 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 in accordance with local, state, and federal rules and guidelines. The work is performed under general supervision. A Records Management Assistant does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes and maintains a storage facility for inactive records;
Conducts the initial survey and analysis of records;
Assists in the planning and direction of all records programs or systems;
Monitors records management procedures to assure that each participating entity meets all legal requirements;
Makes recommendations for new records programs or systems;
Assists in establishing records retention and destruction schedules;
Determines methods of disposition of records;
Recommends equipment and supplies for the records program;
Recommends and establishes safeguards to protect records from damage or loss;
Prepares and maintains inventory of records accumulations;
Assists in determining which records should be microfilmed;
Works cooperatively with participating entities to schedule the use of electronic data processing equipment for records management purposes;
Assists in designing records management forms;
Disseminates written procedures related to records transfer, release, and other records handling;
Recommends elimination or revision of existing forms, procedures, programs, or systems;
Establishes, with the advice of the Records Advisory Council, criteria for designating records as vital and/or confidential;
Keeps records of material and prepares it for filing by coding, indexing, and cross-indexing as necessary;
Prepares file folders, guides, and labels.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of office procedures, record storage practices, terminology, principles, and techniques;
Working knowledge of business arithmetic and English;
Clerical aptitude;
Ability to read and apply rules governing records management;
Ability to organize and file a large volume of records efficiently and accurately;
Ability to follow oral and written instructions;
Ability to bend, lift, climb, stand, and walk for extended periods of time;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND 2 years of clerical experience.

Footnote:

Competitive (Full-Time):

- Cato-Meridian School District

Non-Competitive (Part-Time):

- Towns of Locke (Approved by NYSCSC 2/14/05)
- Town of Montezuma (Approved by NYSCSC 10/21/09)
- Town of Springport
- Town of Summerhill