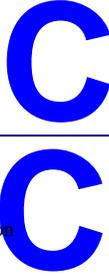




**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

F:\Civil\Jobsp\Records Retention
Coordinator

TITLE:	RECORDS RETENTION COORDINATOR
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	COUNTY, SCHOOLS, TOWNS, VILLAGES
ADOPTION: CSM	12/18/1991
REVISED: CSM	08/09/2000, 03/13/19

DISTINGUISHING FEATURES OF THE CLASS:

This technical position involves the coordination of a state mandated records management department. Responsibilities encompass storage, preservation and disposition of public and non-public records created by various county departments. The incumbent works closely with county and state records management officials in accordance with local, state and federal laws. The incumbent in this position will finalize grant proposals and oversee all grant-funded projects and does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Coordinates the planning and implementing of records center renovation and upkeep;
- Works in retention center implementing and maintaining inventory control, accessibility systems and disposition facilities;
- Coordinates with department heads utilizing state retention schedules for disposition of obsolete records;
- Manages the storage of active/inactive records;
- Works with department heads and support staff to increase efficiency or records retention;
- Attends records management workshops and follows technical brochures that relate to records retention;
- Implements management and preservation of archival records and guarantees availability for research;
- Maintains established storage and filing system for ease of document retrieval;
- Establish cross-reference index for record locations;
- Coordinates microfilm storage and retrieval systems;
- Assembles shelving and designs floor layout;
- Indexes and scans documents;
- Creates Microfilm from scanned images.

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

- Good knowledge of record keeping systems, procedures and related terminology;
- Good knowledge of indexing procedures and methods used to organize records;
- Good knowledge of the various types of records utilized and maintained in public offices;
- Working knowledge of State laws, rules and regulations governing the retention and disposition of records;
- Ability to organize work effectively;
- Ability to file and index documents rapidly and accurately;
- Ability to organize and maintain filing systems;
- Working knowledge of Microsoft Office Suite
- Working knowledge of grant proposals and oversee grant regulations;
- Ability to deal with a wide variety of people with tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma AND EITHER:

- (A) Graduation from a regionally accredited or NYS registered 2 year college or university with an Associate Degree in Archival Studies, Archival Technology, Records Management, Business Management, Business Administration, Accounting, Economics or related field; OR
- (B) 2 years of experience in filing, organizing, storage and disposal of records; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.