

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** RECORDS CENTER ASSISTANT **GRADE:** 9

**TITLE ABBREVIATION:** RECORDS CNTR ASST **TITLE NO.:** 6555

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** SM **FLSA CODE:** NE

**DEPARTMENT:** GENERAL SERVICES **DIVISION:** RECORDS MGT

**SUPERVISOR'S TITLE:** RECORDS MANAGEMENT OFFICER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves planning and participating in activities pertaining to the processing, storage, servicing and security of inactive records in accordance with established policies and procedures. Works with departments' Records Coordinators to provide guidance on management and storage of records and access needs. The incumbent oversees the day-to-day maintenance of the Records Center including building maintenance and record security. The duties include lifting, transporting and shelving boxes of records. Work is performed under the general supervision of the Records Management Officer. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Provides on-site instructions and assistance to department Records Coordinators regarding the proper procedures for preparing records for storage at the Center;
2. Supervises and performs the physical transfer of boxes of records to the Center, including data entry of transfer list documentation for all incoming records;
3. Reviews physical contents of incoming boxes to ensure transfer paperwork is correct;
4. Responsible for labeling and shelving incoming records;
5. Processes Reference Requests to retrieve records which involves accessing and updating electronic database, physically accessing boxes from shelves using ladder or lift vehicle as required, delivering records, obtaining signature for receipt from requesting department and re-shelving records at Center;
6. Tracks records transactions and prepares reports as required;
7. Responsible for security of records stored at Center and ensures proper release of confidential materials upon request;
8. Coordinates and participates in the use of equipment, vehicles and maintenance of Center with Public Works Department;

9. Prepares records for destruction in accordance with records retention procedures and destroys records, maintains destruction logs and updates electronic database accordingly;
10. Responds to routine inquiries regarding the Records Center services;
11. May plan and lead the work of others to complete special, occasional projects in the Records Center.

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

Good knowledge of methods, practices and techniques of records management including receiving, storing, maintaining and issuing records; working knowledge of County departments' file management policies and procedures; organizational skills; ability to follow oral and written instructions; ability to communicate instructions clearly; ability to maintain records and prepare reports; ability to establish and maintain good working relationships; clerical aptitude; integrity; accuracy; orderliness; good judgement; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Bachelor's Degree; OR
- (B) Completion of sixty (60) credits and one (1) year of records management experience which shall have included establishing, updating and maintaining records; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (A) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Ability to repetitively lift and carry 50 pound boxes while climbing ladders or stairs.

**NOTE:** Possess and maintain a valid driver's license. Must possess, and maintain, a valid Class E driver's license within six (6) months of appointment.

**Note:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.