

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Records Retention Clerk

TITLE #: 1514

DISTINGUISHING FEATURES: The work involves responsibility for conducting an inventory of records for use in establishing a Records Management program for the municipality. Work is performed under general supervision of the Records Management Officer with leeway for independent judgment in the exercise in routine matters. Does related work as required.

TYPICAL WORK ACTIVITIES:

Meets with office supervisors to explain the records management program and obtain their cooperation to implement the project;

Surveys location of office records to develop inventory plan;

Conducts systematic records inventory of active and inactive files;

Completes inventory worksheets for records;

Assists in development of records management program plan by applying data collected during inventory to retention schedule;

Makes recommendations in the disposition of obsolete records and forms;

Assists in the identification of archival records;

Prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods of organizing documents; ability to read and apply statutes which relate to records management; ability to communicate and gain acceptance of good records management practices; ability to organize and file a volume of documents efficiently and accurately; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; or
- (B) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree and two (2) years of full-time paid experience in an archive, library, museum, or governmental agency which involved acquiring, referencing, filing and disposal of records; or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (B) above;
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

JURISDICTIONAL CLASS: Competitive when full-time, Non-Competitive when part-time.

ADOPTED: 10/11/91