

## **RECORDS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the development and administration of a municipality's records management system, including the efficient classification, storage, and retrieval of information. The incumbent is responsible for the inventory and disposition of obsolete records using State Archives Records Retention and Disposition Schedules. Work is performed under general supervision with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work. Does related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Inventories records to determine type, age, format, usefulness, condition and quantity;  
Promotes modern records management practices within the municipality;  
Files or shelves and retrieves different types of records, tapes, discs, historical documents or microfilm according to instructions;  
Sorts and prepares records for use by customers or for filming, scanning or other processing, according to instructions;  
May enter records into an automated database;  
Prepares records for archiving and maintains records retention and destroy information;  
Retrieves requested records from agencies and prepares them for use;  
Prepares grant applications and oversees any project work/expenditures of acquired grant awards;  
Keeps records of all transactions in accordance with established policies and procedures;  
Transports records between warehouses and departments;  
May enter records into an automated database.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of alphabetic, numeric and other filing systems;  
Good knowledge of modern office procedures;  
Good knowledge of computerized databases;  
Ability to enter information into a database at a reasonable rate of speed;

Ability to operate micro-graphic equipment according to instructions;  
Ability to code records and files according to established procedures;  
Ability to perform simple arithmetic computations;  
Ability to follow instructions;  
Ability to lift and carry loads up to 30 lb. and up to 10 ft. high without assistance and to use a hand truck loaded up to 100 lb.;  
Ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software,  
Initiative, accuracy, dependability;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a high school or equivalency diploma and one (1) year of clerical experience.

SPECIAL REQUIREMENT:

Valid New York State Driver's License required at time of appointment.