

RECORDS ANALYST

Code No.: 4-05-126
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position in a governmental agency or unit, is responsible for independently organizing, arranging, and packaging active and inactive records into a storage system. Work is performed within state regulations governing records retention. The work may be performed in a building basement, attic or other storage area. The employee will be required to lift material weighing between 30 - 50 pounds. General supervision is received from, and the employee reports directly to, a senior staff member. Supervision of others is not a responsibility of this class, although general guidance may be exercised over other staff assigned to assist in the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Arranges and maintains stored records in accessible order;

Transfers inactive records from main office to storage;

Maintains records of material stored;

Identifies eligibility of records for destruction under state retention schedules;

Supervises records destruction according to state regulations;

Assists in implementing a program to microfilm records and bound volumes;

Assists in identifying and projecting storage needs;

Monitors and maintains acceptable physical condition of stored and inactive records in office and storage areas;

Performs general clerical work such as processing forms and applications.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of New York State rules and regulations regarding records retention; good knowledge of the techniques involved in record storage; working knowledge of records management techniques; working knowledge of microfilm techniques; working knowledge of general office terminology, practices and procedures; ability to organize and maintain a records storage system; ability to maintain records of documents stored; ability to lift material weighing between 30 - 50 pounds; ability to guide others in routine records storage work; willingness to work in attic, basement or other storage areas; good judgment; initiative; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus:

- (A) Three (3) years full-time paid or its part-time equivalent experience involving maintaining files or organizing records systems; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus one (1) year of experience as defined in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 15, 1987