

RECORDS CLERK

Code No.: 3-05-065

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position responsible for the assembly, maintenance, and retrieval of agency records which may be of a general, specialized or clinical nature. This position requires the exercise of independent judgment and a general understanding of specific law, office rules, procedures and policies. Work involves contact with the general public, co-workers, public officials in various civil divisions of government, and/or personnel located in agencies having direct contact with the employing agency. Work is not subject to detailed or immediate review. The employee reports directly to and works under general supervision of a senior staff member. 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.)

Develops and maintains system of record storage and retrieval;

Ensures records are kept up to date and easy to retrieve;

Trains staff in the use of agency records;

Randomly selects records and reviews information to ensure compliance with agencies' record format and that required documentation is included (in clinics includes the preparation of treatment plans, reviews, and follow-up documentation);

Reviews and compiles information, narrative and/or statistical, summarizes and prepares reports;

Assists with analyzing current record utilization and maintenance system and developing solutions to problems;

Releases information contained in agency's records to other agencies according to established rules, regulations and laws;

Assists staff in obtaining pertinent information from agencies and/or the public;

Operates standard office machines including copier, personal computer; adding machine, calculator;

Obtains and gives out information by telephone, correspondence or in person, to agency employees, other governmental agencies and the public requiring a thorough knowledge of the department or section's functions;

Composes letters pertaining to well-defined policies and procedures;

Assists the public in completing forms;

Searches files for information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of rules, regulations and procedures as related to the office to which assigned; good knowledge of office terminology, procedures, routines, and equipment; good knowledge of business arithmetic and English; ability to understand and carry out complex oral and written directions; ability to create a record storage, maintenance, and retrieval system in accordance with pertinent laws and regulations; ability to analyze problems related to record maintenance and assist with resolving problems; ability to operate a personal computer; ability to get along well with others; clerical aptitude; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

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

- (A) Two (2) years paid full time or its part-time equivalent experience involving the development, maintenance and retrieval of records; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in a records management field such as Records/ Information Management, Health Information Technology/Medical Records or Medical Records Technology, OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

REVISED: May 19, 1994

REVISED: November 8, 2001