



<b>Position:</b>	Records Management Clerk – Full time, 12-month, 7.5 hour day, 1 year grant-funded, Non-unit Support, civil service position.
<b>Location:</b>	The Northern Catskills Occupational Center in Grand Gorge and travel to component school districts.
<b>Qualifications:</b>	<p><b>Civil Service Job Description:</b>  This is a temporary position involving the conduct of a comprehensive inventory of district records, including determining a number of factors concerning such records such as location, numbers, type, condition, retention schedules, storage arrangements, etc. Although independent judgment is required, the work is performed under the general supervision of the Records Management Officer. While supervision of others is not normally a responsibility of this position, supervision of clerical position(s) may occur. Does related work as required.</p> <p><b>Typical Work Activities (Illustrative Only):</b>  Identifies records by type and location;  Ascertain and records the purpose of each type of record;  Prepares a written description of each type of record;  Records condition, format, date span, arrangement and quantities of each type of record;  Determine and records and mandated retention period for each type of record;  Determines and records the accumulation rate for each type of record;  Where mandated retention schedules do not apply, determines and/or recommends how vital, important, useful or essential such records are for operations of an agency or from a historic point of view;  Develops master inventory summary on a department and district-wide basis;  Notes and reports problems concerning records storage and condition;  Supervision over clerical positions may occur;  May require the use of a typewriter or other machine requiring the manipulation of a standard alphanumeric keyboard.</p> <p><b>Full Performance Knowledge, Skills, Abilities and Personal Characteristics:</b>  Good knowledge of the principles of records management; working knowledge of the types of record maintained by a municipality; working knowledge of the potential historic significance of public records; good knowledge of inventory procedures; working knowledge of records retention requirements; ability to maintain comprehensive detailed records accurately and neatly; ability to prepare written material; clerical aptitude; ability to work with and secure the cooperation of others; good powers of observation and perception; initiative; good judgment; physical condition commensurate with the demands of the position.</p> <p><b>Minimum Qualifications:</b>  Either:  (a) Graduation from high school or possession of a high school equivalency diploma and two years’ clerical experience; or  (b) Four years’ clerical experience; or  (c) An equivalent combination of training and experience as described in (a) and (b) above.</p> <p>Note: One additional year of college may be substituted for the one year of experience in (a).</p>
<b>Responsibilities:</b>	The successful candidate will assist in the creation of a shared electronic document management system (EDMS) by collecting records from grant participants, preparing records for scanning which may include, but not be limited to, removing staples, repairing tears, and putting documents in order and then uploading the documents in the EDMS.
<b>Starting Date:</b>	To be determined.

<b>Application Deadline:</b>	Open until filled.
<b>Starting Salary:</b>	\$29,000 - \$34,000 based upon education and experience.
<b>Apply To:</b>	<a href="http://www.olasjobs.org/southern">www.olasjobs.org/southern</a>
<b>Further Information Contact:</b>	humanresources@oncboces.org
<b>Additional Information:</b>	<p>Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.</p> <p>The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.</p> <p>The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.</p>