



A BOCES providing world-class opportunities for the districts we represent.

To provide leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

Start Date: October 2021

Location: NCOC in Grand Gorge

Application Deadline:
Open until filled

Starting Salary: \$29,000

NCOC

2020 Jump Brook Road
P.O. Box 382
Grand Gorge, NY 12434
(607) 588-6291

OAOC

1914 County Route 35
Milford, NY 13807
(607) 286-7715

Center Street School

31 Center Street
Oneonta, NY 13820
(607) 431-2562

humanresources@oncboces.org

www.oncboces.org

ONC BOCES is an Equal Opportunity Employer

Records Management Clerk

One (1) full-time position available. This is a 12-month, 7.5-hour day, Non-Unit Support, competitive Civil Service position.

Qualifications and Responsibilities

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.

Note: One additional year of college may be substituted for the one year of experience in (a).

The selected candidate will be responsible for, but not limited to accurately organize, file and retrieve information for districts regarding their records. Transport boxed documents from school districts to the records center for storage and scanning into records management system. Prepare files and documents for scanning and for disposal when necessary.

Application

We encourage qualified applicants to submit their resumé, application, transcripts and references to: www.olasjobs.org/southern

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.

The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

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.

Qualifications and Responsibilities, continued

Distinguishing Features of the Class: This is a 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.

Typical Work Activities:

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.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

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.