

**PLEASE POST**

**#2022-09**

JOB OPENING

TITLE: **RECORDS INVENTORY CLERK**  
(Provisional/Permanent)

DEPARTMENT: Office of the Town Clerk

SALARY: Pursuant to TCEA Bargaining Agreement

SHIFT: Monday through Friday, 9:00 am – 4:30 pm

DATE: June 20, 2022

DISTINGUISHING FEATURES OF THE CLASS

The work involves performing records inventory, storage, cataloging and maintenance activities in conjunction with the municipality records management program. The work also involves working closely with each department answering requests for records and any type of information management. The incumbent performs clerical work related to program activities, in accordance with program objectives and criteria. Work is performed under the direct supervision of higher management staff. Does related work as required.

TYPICAL WORK ACTIVITIES

Conducts inventories of municipal departments to determine space needed for storage of records, types of records, condition, necessity of arrangement for storage, legal or historical value of records and the need for retention or disposition;

Utilizes inventory forms provided by New York State Archives and Records Administration and provides information contained therein to Town Clerk or other official;

Assists Town Clerk in organizing records;

Assists in cataloging records;

Processes records section paperwork;

Aids in the administration of New York State Archives and Records Administration (SARA) grant money as it becomes available and utilizes inventory forms provided by SARA and provides information contained therein to Town or other official;

Assists other departments in preparation of records for microfilming and other preparations involved in the management of information;

Maintains inventory of the microfilm records kept at off-site vendor for immediate retrieval of records should a problem arise;

Maintains a productive Records Facility while managing an ongoing process of inactive records storage;

Retrieves and releases records after appropriate clearances are received;

Identifies, appraises and preserves records of archival value.

#### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of office procedures; good knowledge of records management principles; working knowledge of records retention schedules published by New York State Archives and Records Administration including local and state laws, rules and regulations concerning the disposition of public records; working knowledge of the principles and practices of classifying and indexing of public documents and records; working knowledge of the organization and functions of local government in New York State; ability to analyze problems and derive practical solutions for records maintenance purposes; ability to express oneself clearly; a high degree of logical reasoning; ability to work with limited supervision; ability to meet and deal efficiently with administrators, employees and the general public; ability to prepare reports and keep records; clerical aptitude; excellent organization skills; good analytical skills; good writing skills; good speaking skills; dependability; confidentiality; sound judgment; tact and courtesy; physical condition commensurate with the demands of the position.

#### MINIMUM QUALIFICATIONS

- a. Completion of a minimum of 60 semester credit hours from a regionally accredited or New York State registered college or university and one year of experience involving records inventory, storage, maintenance, cataloging and/or related records management activities; OR
- b. Graduation from high school or possession of a high school equivalency diploma and three years of experience involving records inventory, storage, maintenance, cataloging, and/or related records management activities; OR
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE TOWN CLERK (Kimberly Burst), AND A COPY TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Greg Magnuszewski).**