

## **RECORDS OFFICER Tompkins County**

**Department:** County Clerk  
**Classification:** Competitive  
**Labor Grade:** White Collar Grade 11  
**Approved:** 2/20/90, Bd Res #40  
**Revised:** 5/12/91, 12/08; 6/2025  
**By:** HB, Deputy Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS: EITHER:**

1. Completion of at least 60 semester hours of study from a regionally accredited or New York State registered College or University in History, Social Sciences, Business Administration, Library Science, Computer Technology, or related archives field **AND** one year of full-time paid (or the equivalent part-time) experience working in a County Clerk's Office or in a government records retention program which involved the routine interpretation and application of a formal records retention schedule; **OR**
2. High School or equivalency and two years of full-time paid (or the equivalent part-time) experience working in a County Clerk's Office or in a government records retention program which involved the routine interpretation and application of a formal records retention schedule; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory position involving responsibility for directing and coordinating a comprehensive records management system for all county departments and assisting municipal partners with Laserfiche. The work involves inventorying, assessing and developing storage, retention, retrieval, and disposition systems carried out in accordance with applicable procedures as established by either the State Archives division, departmental requirements, or by any other special laws, codes, or regulations. The incumbent will also write and coordinate grants, specifically NYS Archives LGRMIF grants, and other applicable grants related to government records management. The work involves developing and managing project plans, including scope, schedule, and budget. The work is performed under the general supervision of the County Clerk and will exercise independent judgment in the performance of these duties. A Records Officer may supervise subordinate staff. The incumbent will perform all other related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Initiate, coordinate and promote the systematic management of local government records in consultation and cooperation with Department Heads and their designees;

Recommend and guide the development and application of records management practices for local government employees;

Track continuous disposition of obsolete records in accordance with legal requirements through the adoption and use of records retention and disposition schedules;

Coordinate the storage and management of inactive records;

Review and recommend requests for records storage equipment;

Develop and review proposals for any micrographic or digital systems related to county records retention systems;

Provides software support for Laserfiche and the County Clerk's land software and acts as a liaison between departments, government agencies and vendors;

Works with Information Technology Services when needed to help manage electronic records storage;

Direct supervision is exercised over the work of whatever subordinate clerical staff may from time to time be assigned to the incumbent

Assists as a project supervisor to direct and coordinate the activities of staff for work involving scanning projects, Laserfiche projects, TSSERR projects;

May provide Help Desk support for computer software programs including Laserfiche;

May respond or facilitate a response to emergency calls from multi-county users regarding malfunctions in computer hardware and/or software systems including Laserfiche;

Organize, identify, and administer the use of records;

Conduct an initial overview of records systems and outstanding needs;

Establish a detailed physical and digital inventory of existing county records annually;

Writes, coordinates, and manages records management grants, specifically the NYS Archives LGRMIF grants, and any other applicable grants related to records management;

Plans, manages, and monitors grant projects, and ensures adherence to timelines and budgets;

Conduct an analysis of the inventory results as a basis for planning future records management efforts;

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the purposes, principles, terminology and practices employed in records planning and management;

Working knowledge of archival management, arrangement, preservation of historical records and documents;

Good knowledge of local, state and federal laws, rules and regulations concerning the disposition of public records;

Ability to analyze problems and derive practical solutions for records maintenance purposes;

Ability to plan, manage and monitor project progress and ensure adherence to timelines and budgets;

Working knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in records planning and systems developments;

Working knowledge of desktop computer applications: spreadsheets, word processing, database, and/or graphics/mapping;

Working knowledge of current methods for collecting, analyzing and interpreting data;

Working knowledge of research methods and techniques;

Ability to understand complex oral and written directions while considering diverse communication needs;

Ability to prepare clear and accurate reports;

Ability to foster collaborative and inclusive working relationships across departments and with external stakeholders;

Initiative and resourcefulness in addressing complex systems challenges;

Tact, courtesy and sound judgment in decision-making;

The employee's physical condition shall be commensurate with the demands of the position, with reasonable accommodations provided to ensure equitable access to employment.