

TOMPKINS COUNTY CIVIL SERVICE VACANCY Inclusion Through Diversity

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: RECORDS OFFICER

SALARY: \$62,129.60 - \$65,416.00/year

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 03/09/26

THE FINAL DATE TO FILE APPLICATIONS: 03/30/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 03/31/26

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

Records Officer | Tompkins County Clerk's Office

Full-Time | 40 Hours/Week | \$62,129.60 – \$65,416.00

Love bringing order to chaos? Passionate about preserving history and making information accessible to everyone? Tompkins County is looking for a Records Officer to join our County Clerk's Office — and we'd love to meet you.

In this role, you'll lead our records management program, help County Departments stay organized and compliant, manage exciting digital projects using Laserfiche, and write grants that fund meaningful work in government records preservation. No two days look exactly the same, and your contributions will have a real, lasting impact on how our community accesses its records. You might be a great fit if you have:

Experience working in records management or a government setting

Comfort with technology and digital systems (Laserfiche experience is a plus!)

Strong organizational and project management skills

The ability to build collaborative relationships across departments and with community partners

This position will be a provisional appointment pending the next offered Civil Service examination. The selected candidate would have to test, pass and be reachable in order to convert to a permanent appointment.

At Tompkins County, we're guided by our values of Stewardship, Equity, Integrity, Respect, and Accountability — and we look for those same values in the people who join our team. We're committed to building a workplace where everyone feels seen, supported, and empowered to do their best work.

Tompkins County is committed to equity and inclusion. We strongly encourage candidates from all backgrounds and experiences to apply.

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.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â-

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850