

INVENTORY RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Department of Records and involves responsibility for performing a variety of clerical duties involving the retention and disposition of all records as prescribed in the CO-2 Manual constructed by the Department of Education, State of New York. The work is performed under the supervision of the Director of Records Management. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves public in locating records or documents upon request;
Handles telephone inquiries and mail requests;
Responsible for cataloging and inventory of all records on a database prescribed by the NYS Department of Education;
Makes minor repairs on books and records as needed;
Photocopies documents per request of staff or general public;
Responsible for monies collected for document copies;
Types forms and labels document boxes;
Assists the Director in a variety of records related duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of records inventory techniques, good knowledge of general clerical duties including typing and word processing; ability to interact with the general public in a courteous, efficient manner; initiative in making constructive suggestions for improvements in services and work related functions.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma, **AND** one (1) year of experience in a clerical position; **OR**
- B. Three (3) years of clerical experience; **OR**
- C. An equivalent combination of training and experience as outlined in (A) and (B) above.

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