

RECORDS STORAGE CLERK

CHAUTAUQUA COUNTY CLERK'S OFFICE

Salary Range: \$20.30 - \$26.11/Hr.

40 Hours/Wk. + Benefits

Chautauqua County Clerk's Office is currently accepting applications for two (2) Full-Time Record Storage Clerk positions in the Mayville, NY Office. This position has the responsibility for coordinating, conducting, correlating, and final disposition of the inventory of all county records. The work performed is under the general supervision of the Deputy County Clerk, or a higher ranking official. Does related work as required.

Typical Work Activities:

- Under the guidance and direction of the County Clerk, ensures County compliance with New York State guidelines and local laws for the retention, security and disposition of records.
- Coordinates the collection of department records for storage as directed;
- Records documents for storage and enters information regarding those documents on to the software storage system;
- Collects department records requiring scanning, but not retention;
- Scans records in to software program and arranges for shredding when scanning is complete;
- Retrieves records in storage for county departments when requested and delivers them to the department;
- Scans archival records and maps in to the software storage system as directed;
- Physically works in the records storage division in the County to determine that all records are inventoried, stored or disposed of;
- Moves and transports boxes of county records as needed, lifting up to 50 lbs. at a time;
- Retrieves archival records for research projects as requested by the County Clerk;
- Maintains computer data base of county-wide records.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and:

- A. Completion of 60 semester credit hours with a concentration in Business Administration or Secretarial Science and one (1) year of full-time paid clerical experience involving customer service; OR
- B. Three (3) years of full-time paid clerical experience involving customer service.