

RECORDS CLERK-TYPIST II

DISTINGUISHING FEATURES OF THE CLASS: This is exacting clerical work of a difficult nature which involves responsibility for receiving, recording, coding, filing and retrieving a variety of public records, documents and legal papers. Work is performed under supervision of a higher clerical employee or administrator. This position differs from Records Clerk-Typist by increased complexity of assignment or supervisory responsibility. Work direction may be exercised over a small number of clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Reviews contents of documents for completeness and accuracy;
Records, indexes, files a variety of public documents and legal papers;
Receives and computes filing and recording fees, answers related procedural questions;
Devises and installs new filing systems;
Maintains records and prepares simple statistical and other reports;
Types a variety of material;
Retrieves and charges out filed documents, which are open for public review;
Uses computer applications or other automated systems such as word processing, e-mail and database software;
Performs other clerical duties which include the operation of office machines;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of alphabetical, numerical, subject and other filing systems; thorough knowledge of office terminology, procedures, equipment and supplies; good knowledge of business arithmetic and English; good knowledge of legal forms, documents and related terminology; ability to type at an acceptable rate of speed; ability to understand and carry out moderately difficult oral and written instructions; ability to instruct others in work procedures; clerical aptitude.

MINIMUM QUALIFICATIONS: Either
a) Associates degree and two (2) years of office clerical or business experience which shall have included typing; or
b) Graduation from high school or possession of a comparable diploma and four (4) years of office clerical or business experience which shall have included typing; or
c) An equivalent combination of education and experience as indicated in (a) and (b) above.

PROMOTION: Two (2) years permanent competitive class status as a Records Clerk-Typist.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.