

RECORDS SUPPORT ASSISTANT I*

DISTINGUISHING FEATURES OF THE CLASS: This is filing and clerical work of a routine nature which involves the recording, indexing and filing of public documents and legal papers. The work is performed in accordance with established procedures under the direction of a higher-level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Records, indexes and files a variety of public documents and legal papers;
Verifies contents of documents for processing related materials;
Classifies, labels and files correspondence, reports, memoranda, statistics and other documents;
Retrieves and issues papers and documents in accordance with a prescribed routine;
Assists in developing and installing new filing systems;
Collates information and prepares statistical reports;
Assists the public in securing information from filed documents which are open for public review;
Assists the public in the issuance of passports and naturalization papers;
Performs related clerical processing;
Maintains records for preparation of reports;
Performs a variety of clerical duties which may include the operation of office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of alphabetical, numerical, subject and other filing systems; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures and filing equipment and supplies; working knowledge of legal forms, documents and related terminology; ability to understand and carry out moderately complex oral and written instructions; ability to write legibly.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of office clerical experience.

NOTES:

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) or higher may be deemed fully qualifying.
2. The Rockland County Clerk's Office requires possession of a New York State Notary Public at the time of examination.

SPECIAL REQUIREMENTS:

1. If employed by any other appointing authority you may be required to obtain a New York State Notary Public.
2. If required, the New York State Notary Public must be maintained throughout the course of employment in this title.

*This reflects a retitling of Records Clerk and Records Clerk-Typist.