

RECORDS SUPPORT ASSISTANT II*

DISTINGUISHING FEATURES OF THE CLASS: This is filing and clerical work which involves receiving, recording, indexing, filing and retrieving a variety of public records, documents and legal papers. The work is performed under the supervision of a higher-level supervisor. Work guidance (e.g., lead work) may be exercised over a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews contents of documents for completeness and accuracy;
Classifies, labels and files correspondence, reports, memoranda, statistics and other documents;
Certifies documents and prepares transcripts, as required;
Receives and computes filing and recording fees and answers related procedural questions;
Maintains records and prepares simple statistical and other reports;
Retrieves and issues filed documents, which are open for public review;
Assists in developing and installing new filing systems;
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; good knowledge of legal forms, documents and related terminology; ability to understand and carry out moderately difficult oral and written instructions; ability to provide instructions as it relates to work procedures; ability to write legibly.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of office clerical experience, one (1) year must have included filing documents within a filing system.

NOTES:

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) may be substituted for the required general experience on a year-for-year basis and one (1) year must have included filing documents within a filing system.
2. A Bachelor's degree or higher may be deemed fully qualifying.
3. 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.

(over)

PROMOTION: One (1) year of permanent status as a Records Support Assistant I.

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

R.C.D.P. (11.08.2019) 08.29.2024
Competitive