

**CITY OF NIAGARA FALLS
DEPARTMENT OF HUMAN RESOURCES**

April 20, 2021

**NOTICE OF ANTICIPATED
JOB VACANCY**

TITLE: ***RECORDS/ASSET CONTROL CLERK***

DEPARTMENT/DIVISION: ***PURCHASING***

NUMBER OF VACANCIES One (1) Provisional/Open Competitive

Grade 12 \$18.27-\$26.15 per hour
(With longevity increments when applicable)

ELIGIBILITY: City employees who meet qualifications and are a Grade 7+. Also, Open Competitive

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of paid work experience in the fields of records management and fixed asset inventory.

NOTE: High school graduation is required; additional experience beyond two (2) years cannot be substituted for high school graduation.

SPECIAL REQUIREMENTS:

- Candidates must possess a valid New York State driver's license at time of appointment and maintain throughout employment, or otherwise demonstrate the ability to meet the transportation requirements of the position.

THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING
DAYS FROM APRIL 20, 2021 THROUGH MAY 4, 2021

Karen Bush
Director of Personnel/EEO Officer
Karen.bush@niagarafallsny.gov

RECORDS/ASSET CONTROL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized clerical and accounting function performed in the areas of records management and fixed assets inventory. The incumbent exercises independent judgment in planning, accounting and clerical functions, conducts inventories to locate, identify and describe all records maintained by City departments as well as all fixed assets and inputs data by computer terminal. The work involves physical activities such as shelving of heavy boxes transferred to the Records Center or other locations as well as physically inventorying and tagging furniture, equipment and other fixed assets. The incumbent also compiles reports as needed, oversees the sale and/or disposal of surplus City assets and uses microfilm to retrieve City records. Direct supervision is received from the City Purchasing Agent. The Records/Asset Control Clerk performs related work as required.

TYPICAL WORK ACTIVITIES:

Reports and analyzes records to determine whether proper storage conditions exist and what information is contained in the records;
Updates the City's Records Management handbook and providing departments with records retention schedules and proper forms for maintaining records;
Maintains an inventory of department records;
Performs duties related to New York State grant projects;
Files, shelves and retrieves records and/or boxes of records stored at the Records Center as requested by departments;
Maintains a computer database for records management;
Drives to various City locations to inventory fixed assets;
Tags and inventories new assets as received;
Maintains a computer database for tracking the City's fixed asset inventory;
Makes field visits to conduct and verify periodic physical counts of all equipment assigned to each department;
Assists in securing necessary records for litigation at the Administration's request;
Assists departments in disposing of obsolete records and authorizes disposal of City records;
Assists with clerical duties such as answering the telephone, filing and record keeping as needed.

PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles of records management and inventory control; working knowledge of the types of records maintained by municipalities, electronic document imaging, preservation of historical records, use of New York State Archives retention schedules, managing of case files and managing of inactive records; good knowledge of fixed assets inventory procedures, knowledge of the laws, rules and regulations related to the storage, access, transfer and disposal of public records and fixed assets; ability to develop and maintain effective working relationships with others; ability to use computer programs for record retention and fixed asset inventory, physical condition commensurate with the duties of the position.

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