# ONONDAGA COUNTY CLERK

## Records Preservation Assistant (HELPS)

*The Onondaga County Clerk's Office serves as the county's primary record keeper and is responsible for a wide range of services. We are successful in our mission to preserve public records, provide quality customer service, and increase public access.*

**ANNUAL SALARY**
$49,805 – $54,843

**CIVIL SERVICE GRADE**
CSEA / 7

**POSITION TYPE**
Full Time
35 hours/week
M-F
8:30am-4:00pm

**BENEFITS**
Paid Vacation & Sick Leave
13 Paid Holidays
Health & Dental Insurance
Vision Plan
NYS Retirement Benefits & Retiree Healthcare
Flex Spending
Work-Life Balance
Professional development opportunities

### *WHAT DOES A RECORDS PRESERVATION ASSISTANT DO?*

The position is responsible for assisting in supervising the duplication and preservation of court records, mortgages, deeds, maps, and other documents. Working closely with the Records Preservation Supervisor, an employee in this class assists in coordinating workflow, reviewing completed work, and supervising the operation of various duplicating equipment such as photocopy, Photostat and microfilm machines. Employees in this class must be courteous in dealing with the public and be able to give verbal information clearly, both in person and over the phone.

### *TYPICAL WORK ACTIVITIES*

- Supervises and participates in the operation of various duplicating machines such as Photostat, microfilm, photocopy and all other equipment utilized in the duplication and preservation of records.
- Assists in the coordination and scheduling of production by assigning work to subordinates that originates from requisitions from various County Departments as well as assignments received from the Records Preservation Supervisor and the County Clerk.
- Assists in developing various methods and procedures for the duplication and preservation of legal documents.
- Assists in supervising employees engaged in the repair and rebinding of existing volumes.
- Assists in determining the need for office equipment and supplies; orders appropriate repairs for various duplicating machinery. Customer service: answering the phone to direct callers to appropriate person/department.

### *WHO SHOULD APPLY?*

- Highly motivated, self-starter
- Someone who has supervisory experience, with the ability to plan, coordinate, and monitor work assignments of subordinates
- Someone with knowledge of the operation, maintenance, and practices of Photostat and photocopy machines
- An applicant who has a demonstrated ability to multi-task and remains organized

### *MINIMAL QUALIFICATIONS*

Open Competitive: Two (2) years of work experience, or its part-time equivalent, in the preservation, conservation and duplication of records or documents, which must have included the operation of photocopy, duplicating, microfilm machines, and related equipment.

**To apply for this position, please email your resume and the Onondaga County Open Competitive Application to oncclerk@ongov.net**

***This is currently a HELPS (Hiring for Emergency Limited Placement Statewide) approved position*