



VACANCY NOTICE

TITLE: Records Management Technician

LOCATION: Support Service Center; Norwich, NY

REPORTS: Director of Finance

TERMS: Full-time, 12 months

QUALIFICATIONS: Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam.

- A. Graduation from a regionally accredited or New York State registered business school, or a two year college with an Associate's Degree, or completion of 60 credit hours and one year experience in records management involving the maintenance of a variety of records, inventory, information compilation or related work; or
- B. Three years experience as specified in A; or
- C. An equivalent combination of training and experience as defined by the limits of A and B.

Note: One additional year of college may be substituted for the one year of experience in A.

RESPONSIBILITIES/DUTIES: This is a clerical and technical position involving the conduct of a comprehensive inventory of records including determining a number of factors concerning such records as location, numbers, type, condition, retention schedule, storage arrangements, etc. Good knowledge of the principles and practices of records management and inventory procedures. The work is performed under general supervision.

SALARY/BENEFITS: \$15- \$20 per hour based on experience. Generous benefits and leave packages available.

STARTING DATE: As soon as possible

TO APPLY: Send cover letter, resume, Delaware County civil service application and DCMO BOCES application.
Applications reviewed as received.

DCMO BOCES Application found at:
<http://www.dcmoboces.com/application>

Delaware County civil service application found at:
http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf

Apply online:
www.OLASjobs.org
-or-
<https://dcmo.mightyrecruiter.com>

By mail:
Human Resources Department
Delaware-Chenango-Madison-Otsego BOCES
6678 County Road 32
Norwich, NY 13815-3554

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