

**COUNTY OF TIOGA**  
**DEPARTMENT OF PERSONNEL AND CIVIL SERVICE**

R.E. Dougherty County Office Building, 56 Main Street – Owego, New York 13827 – Tele: (607) 687-8494 – Fax: (607) 223-7074



**NOTICE OF VACANCY**

**RECORDS MANAGEMENT CLERK**

**Date of Issue: 06/20/17.** This technical position exists in the Department of Mental Hygiene and involves responsibility for administering the clinical records management program. Employees in this class develop, assemble, maintain and retrieve clinical records for the department. Duties are performed in accordance with local, state, and federal laws and guidelines. General supervision is received from a higher level administrative official. Does related work as required.

The title of Records Management Clerk is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2018.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional  
**Work Hours:** Full time, days; 35-hour work week  
**Salary:** \$29,547 (2017 – CSEA sg VI); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Department of Mental Hygiene

**Minimum Qualifications Either:**

- (a) Graduation from a regionally accredited or New York State registered two year college with an associate degree in health information technology, library science technology, records and information management, government, business administration, or closely related field and two (2) years of full-time paid experience or its part-time equivalent which involved record organization, review, storage, retrieval and disposition; OR
- (b) Graduation from high school or possession of high school equivalency diploma and four (4) years of full-time paid experience or its part-time equivalent as outlined in (a) above; OR
- (c) An equivalent combination of training and experience as outlined by the limits of (a) and (b) above.

**Qualification Note:** Records management experience shall involve the establishment and maintenance of records in accordance with laws, rules, regulations, agency policy or other established standards. Experience may include record organization, review, storage, retrieval, disposition and/or similar activities. Filing is not considered qualifying records management experience.

**Apply to:** Tioga County Department of Personnel & Civil Service: [www.tiogacountyny.com](http://www.tiogacountyny.com)  
To down load application: <https://www.tiogacountyny.com/media/2134/application2016january.pdf>

**Apply by: APPLICATIONS WILL BE ACCEPTED UNTIL POSITION HAS BEEN FILLED**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.