

## RECORDS MANAGEMENT COORDINATOR – CHAUTAUQUA COUNTY GOVERNMENT

### COUNTY CLERK'S OFFICE

The Chautauqua County Clerk's Office is seeking to fill the position of Records Management Coordinator to work out of the Mayville, NY office. This position is full-time at 35 hours per week, Monday through Friday, with a starting salary of \$27.63/hour plus benefits. Eligible for pay increase after six months of employment. The Records Management Coordinator establishes, maintains and operates facilities for the storage, processing, retrieval, preservation, and disposition of records for the County of Chautauqua. May also serve as County Historian when appointed by the County Executive. The incumbent manages multiple site records storage centers and may supervise staff assigned directly to the records storage function.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

#### **Chautauqua County Offers A Comprehensive Benefits Package Which Includes:**

- Health Insurance (including Dental & Vision plan)
- Health Savings Account (partially funded by the County)
- Flex Spending Account
- NYSLERS Pension
- Eligible for Federal Public Service Loan Forgiveness
- Mileage Reimbursement when applicable
- 13 Paid Holidays
- Vacation & Sick Time
- Personal Days
- NYS Deferred Compensation
- Wellness Program

**Minimum Qualifications:** Eligible candidate must have graduated with ***EITHER:*** a Master's degree in Library Science, Museum Science or a related field **PLUS** two (2) years of experience in the maintenance of diversified archival records in a public or private records office; ***OR*** a Bachelor's degree in Library Science, Museum Science or related field **PLUS** three (3) years of experience.

**Application Process:** Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: [chqgov.com](http://chqgov.com) and ***return it, along with a copy of degree/transcripts,*** to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to [Countyemploy@chqgov.com](mailto:Countyemploy@chqgov.com)

Chautauqua County Government is an Equal Opportunity Employer