

**CLASS TITLE: ASSISTANT RECORDS ANALYST**

**Class Code: 02703600**  
**Pay Grade: 19A**  
**EO: E**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform, under supervision, responsible technical work in a statewide records management program; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the technical supervision of a superior from whom work assignments are received; work is reviewed usually upon completion for conformance to directions and instructions.

**SUPERVISION EXERCISED:** Supervises and reviews the work of subordinates assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform, under supervision, responsible technical work in a statewide records management program.

To assist in taking periodic inventories of records, identifying and classifying them; to make appraisals of such records for the purpose of recommending their retention, destruction or transfer to a records center.

To make or assist in making studies and recommendations for the use of microfilming or other photographic equipment for the protection of vital records, or to reduce the floor space and equipment required to store such records.

To make or assist in making studies of existing records storage methods and to make recommendations to responsible departmental personnel for their improvement and recommendations for adequate protection of records from hazards of fire or deterioration from atmospheric or other conditions.

To assist in the operation and maintenance of a centralized records storage center and reference service.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A familiarity with the aims and purposes of a records management program; the ability to learn to identify, classify and appraise data in accordance with prescribed instructions and to prepare written reports and recommendations thereon; the ability to conduct fact-finding interviews; the ability to lift and pack boxes of records weighing approximately forty pounds; the ability to work on a ladder at an approximate height of fourteen feet; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing, or

**Experience:** Such as may have been gained through: employment involving the application, under supervision, of routine record management methods and techniques.

**SPECIAL REQUIREMENT:** At the time of appointment, must be certified by a licensed physician as physically qualified to perform the duties of this position and to meet the above stated physical abilities requirements.

Class Revised: June 20, 1965

Editorial Review: 3/15/03