100-200U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Records Services

POSITION NUMBER 20005920 (25404.0)

JOB CODE TITLE State Records Technician 1

JOB CODE 12441

APD 10-22-08 UAB

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Records Clerk

POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR
20005915 (25100.0) Human Resource Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION & WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Indexes scanned digital data to facilitate retrieval of employment information: reviews processed cartridges using 3M & Canon Microfilm reader/printer equipment to access microfilmed data; keys in coded data by employee name & social security number; retrieves & files microfilm cartridges in appropriate location; performs quality checks of entries during indexing process & makes corrections; operates personal computer to enter information into electronic records system; scans position descriptions into system & manually enters information regarding position descriptions & ensures that system is backed up; sets up, loads, adjusts scanner equipment to prepare to scan hard copy records; prepares incoming records for scanning by organizing materials, removing confidential records & removing staples & inserting separator sheets.	Knowledge of: (1) records center practices & procedures*; (2) agency policies & procedures*; Skill in: (3) operation of personal computer (e.g., Microsoft Word, Excel, PeopleSoft); (4) operation of electronic records system*; (5) use of microfilm & scanning equipment*. Ability to: (6) deal with problems involving several variables within familiar context; (7) move fingers easily to perform manual functions repeatedly.
25	Responds by telephone, mail, e-mail or facsimile to records inquiries & requests received in writing, by telephone, e-mail & in person (e.g., requests for employment verification); furnishes printed materials of data classified as public record; provides general information regarding records room services & operations; retrieves & looks up data; verifies & gives out information regarding personnel records.	Knowledge of: 1*, 2*, (8) public relations; Skill in: 3, 4*, 5*, (9) operation of office equipment (e.g., facsimile machine, photocopier, telephone)*, Ability to: 6, 7, (10) sort items into categories according to established methods.
25	Performs related clerical duties: photocopies documents; searches & files equipment history documents; delivers records materials or personnel documentation to & from records center; updates & corrects data for records center fields & spreadsheet listings; retrieves & stores microfilm cartridges in accordance with established procedures.	Knowledge of: 1*, 2*. Skill in: 3, 4*, 5*, 9*. Ability to: 6, 7, 8, 10, (11) arrange items in numerical or alphabetical order.

*developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Sharon Stevens

DATE: 10/09/08