100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302150

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources Division	HCM & Agency HR Support Records Services	Franklin

POSITION NUMBER 20005920

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Records Clerk	20005817

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M.

JOB CODE TITLE State Records Technician 1

JOB CODE 12441

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Indexes scanned digital data to facilitate retrieval of employment information: review 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 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 systems*; (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 & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		5/23/06

A+D 6/3/02 VS