

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS302255

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
State HR Customer Service

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005921

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Records Clerk

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005817 Administrative Officer 3

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 09

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

## 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

JOB CODE TITLE  
State Records Technician 1

Appel 6/11/10 BMD

JOB CODE  
12441

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Handwritten Signature]*

6/11/10