100200U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
High Performance Workplace

UNIT OR OFFICE
Records Room

POSITION CONTROL NUMBER
25408.0

CLASS TITLE
State Records Technician 1

CLASS NUMBER
12441

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Records Clerk

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
25400.0 Records Management Supervisor

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

JOB DESCRIPTION AND 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 and Canon Microfilm reader/printer equipment to access microfilmed data; keys in coded data by employee name & social security number; retrieves and files microfilm cartridges in appropriate location, quality checks entries during indexing process, making necessary corrections.	Knowledge of, (1) office practices and procedures, (2) agency policies & procedures*. Skill in (3) operation of a personal computer & associated hardware/software (e.g., 3M and Canon Microfilm equipment). Ability to (4) deal with problems involving few variables in familiar context, (5) comprehend short sentences with basic, concrete vocabulary, (6) comprehend simple sentences with common vocabulary, (7) comprehend simple sentences with common vocabulary, (8) code items from one symbolic form to another, (9) work alone on most tasks.
25	Provides services to parties requesting employment records data: greets public at service counter and responds (e.g., checks index, obtains cartridge or digital record, loads reader, locates frames, operates equipment to make hard copies) to requests for data classified as public record; maintains request identity data on log; pulls or searches data for technical staff or administrative staff on request; answers phone and responds to routine inquiries from public.	Knowledge of 1, 2, (10) public relations, (11) human relations. Skill in 3. Ability to 7, (12) deal with problems involving several variables in familiar context, (13) count, do basic addition and subtraction, (14) check pairs of items that are similar or dissimilar.
20	Produces microfilmed and digital scanned records of work-related employee data: sets up, loads, adjusts scanner equipment to prepare to scan hard copy records; prepares incoming records for scanning by organizing materials, removing confidential records and removing staples and inserting separator sheets; places documents into feeder in machine to film records.	Knowledge of 1, 2. Skill in 3. Ability to 6, 9, 13, (15) understand a system of mechanical or other, (16) sort items into categories according to established methods.

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 1-6-03

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
5	Performs other clerical functions to support unit operations: completes records-related and miscellaneous tasks (e.g., copies documents on Xerox or other equipment, searches and files employment history cards) as assigned; transports records materials or position documentation to/from records center, update and correct data for records center files, spreadsheet listing; retrieves and stores microfilm cartridges in accordance with procedures set up for unit.	Knowledge of 1, 2. Skill in 3. Ability to 9, 13, 16, (17) carry out simple instructions.

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Don Lapani

DATE: 1-6-03