



OHIO
UNIVERSITY

**Classification and Qualification
Standards
Records Management
Assistant**

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Records	Job Code: 14212 Grade: B	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under direction, the fully operational classification receives instructions in general terms, utilizes independent judgment within established procedures, guidelines and precedents, and refers some questions and problems to higher levels. This classification requires considerable knowledge of records management in order to perform moderately complex duties in establishing and maintaining records and databases.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares, processes, researches, audits, protects, and/or updates records and files relevant to department and operational needs.
2. Maintains records database management system.
3. Abstracts information from records for completion of forms and requests.
4. Develops and revises forms, procedures, and systems to accommodate changes related to processing data, maintenance, and storage of records.
5. Receives, reviews, prepares, processes, maintains, retrieves and/or distributes information in accordance with established policies and procedures.
6. Processes, retrieves, interprets and/or analyzes data.
7. Maintains a system of data collection.
8. Generates, compiles and analyzes data reports.
9. Serves as primary contact for release and protection of confidential and sensitive records in compliance with established policies and guidelines.
10. Assists, advises and responds to customer requests and inquires concerning completion of forms, records, data, information, and/or University requirements or procedures.
11. Evaluates materials for completeness and accuracy and resolves routine problems.
12. Supervises staff and/or student employees.
13. Performs administrative support functions (e.g., maintains budgeting, accounting, and/or purchasing records; coordinates microfilming process; collects payments; assesses fees; inputs information into computerized data system; keeps deposit data; maintains website; answers telephone).
14. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of records management; records database; data analysis*; University requirements or procedures*; employee development*; budget analysis*; website development*; oral and written communications; public relations*. Skill in the operation of computer* and calculator. Ability to prepare, process, research, and audit records and reports; abstract information from records and develop and revise forms; provide customer service on record related issues.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

12 mos. training or 12 mos. experience in records management and records databases. 1 mo. experience in use of calculator.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.