



OHIO
UNIVERSITY

**Classification and Qualification
Standards
Records Management
Associate**

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Records	Job Code: 14213 Grade: C	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under general direction, the technical level classification utilizes independent judgment to interpret policies and procedures, and answer complex records questions. This classification requires thorough knowledge of records management, and data analysis in order to manage a complex record system or database of specialized records. The position may have oversight responsibility and some administrative operation responsibility for the unit as necessary.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Establishes, coordinates, verifies, updates and maintains a complex record system or database of specialized records.
2. Utilizes system to monitor, process, audit and track records and information.
3. Directs process of gathering and loading records to establish and maintain data.
4. Implements and oversees guidelines for deletion of records.
5. Prepares, analyzes, oversees and distributes reports.
6. Solves problems and provides customer service assistance to students and parents regarding financial aid, placement, career development, graduation, admissions, coursework and registration.
7. Acts as liaison with other University staff in accessing and reporting data.
8. Maintains awareness of governmental regulations and interprets policies, procedures and guidelines.
9. Supervises staff and student employees.
10. Trains staff on input and manipulation of data, and maintenance of records.
11. Performs administrative functions (e.g., maintains budget; coordinates graduation process; answers correspondence; oversees computer equipment, software updates and compliancy; analyzes and troubleshoots problems; coordinates technical support).
12. Performs other duties as assigned.

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

Knowledge of records management; complex record systems or record databases; data analysis; University requirements, policies and procedures, and government regulations or compliance issues*; employee training and development*; budget analysis; computer software compliance*; oral and written communications; public relations*. Skill in operation of computer; and calculator. Ability to prepare, direct processing, maintain, and audit records and reports; implement and oversee record guidelines; solve problems and provide advice to customers, departments and staff 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, complex record systems or record databases, and data analysis. 3 mos. training or 3 mos. experience in budget analysis (e.g., preparing, maintaining, and analyzing budgets). 1 course or 3 mos. experience in operation of computer and 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.