Title: Records Management Officer 1

Pay Scale Group: 61

**Essential Function**

Under general supervision of designated supervisor, perform data collection and records maintenance. Provide assistance to staff, students, patients, and general public in response to requests and inquiries.

**Characteristic Duties**

1. Perform data collection and records maintenance for unit. Work includes: establish procedures for collection, entry, maintenance and storage; may establish retention procedures and guidelines; control distribution of records; coordinate or monitor microfilming of records; review and correct information before entry.

2. May operate a variety of equipment in order to enter and retrieve information (i.e., desktop computer with associated software, microfilming equipment, scanning equipment).

3. Assist staff, students, patients, and general public in response to requests and inquiries. Inquiries may be written, in-person or telephone requests.

4. Maintain an accurate computerized or paper record system. Maintain neat and accurate files; generates new files as necessary; file materials as needed or data enter information to computerized records as needed.

5. Gather and update information to include in files. Compile and distribute information, forms, and reports as needed. Coordinate record maintenance with related university departments as needed.

6. Resolve student, staff, patient or general public problems related to records information.

7. Assist with other function of unit such as registration, admissions, calendar maintenance, classroom scheduling, grade lists, etc.

8. Perform general clerical tasks, word processes materials, files, does copy work, answer telephone, greet customers.


**Unusual Working Conditions**

- N/A

**Minimum Qualifications**

- High school diploma or GED equivalency and one year of office/clerical support experience. At least six months experience utilizing word processing software. Some positions may require word processing examination.

*Last updated: February 1997*