Title: Records Management Officer 2

Pay Scale Group: 63

Essential Function
Under general supervision of designated supervisor, manage and administer system of data collection and records maintenance. Provide reports and data information to university and department administrators.

Characteristic Duties
1. Manage and administer data collection and records maintenance for unit. May necessitate development of a records system. Operate a variety of equipment in order to create, enter and retrieve information (i.e., desktop computer, LAN Network, scanning systems).

2. Compile information and create reports from university and unit database and/or records systems. Reports are created through system database queries, spreadsheet software or specialized software designed for departmental/unit work. Use query language to create reports.

3. Provide support to other departmental users for training of records systems; problem resolution or regarding PC or system difficulties; adapting software to specific needs.

4. Develop and implement new policies and procedures related to records maintenance of unit.

5. Enforce established University and department policies and procedures.

6. Research complex information inquiries and provide answers or information. Assist staff, students, patients, and general public in response to requests and inquiries. Inquiries may be written, in-person or telephone requests.

7. May establish procedures for maintenance and storage of records; maintains inventory of records; follows retention policies.

8. Coordinate record usage and maintenance with other university departments.

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

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

11. May assign work to lower level positions.

12. Perform related duties based on departmental need.

Unusual Working Conditions
- N/A

Minimum Qualifications
- High school diploma or GED equivalency and at least one year of record/information management experience is required. Experience must include records maintenance utilizing a computerized system that included using spreadsheet or database software to generate reports and information about the records maintained. Some positions may require word processing examination.

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