OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Records Management Officer — NEW — AUG 0 2 1987

MAJOR AGENCIES: County Offices, Universities

CODE: 63271C

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from records management supervisor or other technical/administrative supervisor, independently manages system of data collection & records maintenance for office, division, bureau or district, or manages system of data collection & records maintenance for bureau, section or board & acts as lead worker over clerical staff assigned, or in adult correctional institutions, assists administrative supervisor in managing & coordinating master files (i.e., record & card) which contain all pertinent information on each inmate from committment to release & directly supervises clerical staff when assigned; may act in absence of immediate supervisor in area of data collection & records maintenance; may testify in court;

Note: Lead worker as cited herein is defined as "provides work direction & training." -PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	61-81	Independently manages system of data collection & records maintenance for office, division, bureau or district, or manages system of data collection & records maintenance for bureau, section or board & acts as lead worker over clerical staff assigned, or in adult correctional institution, assists administrative supervisor in managing & coordinating master files (i.e., record & card) which contain all pertinent information on each inmate from committment to release & acts as lead worker over clerical staff when assigned (e.g., establsihes procedures for maintenance & storage or records; maintains inventory of records; establishes retention periods based upon their administrative legal & fiscal value & presents retention schedule to State Records Commission through Department of Administrative Services for approval; controls distribution of records; coordinates or monitors microfilming of records).	Knowledge of (1) records management, (2) laws, rules & procedures for retention, destruction & distribution of records*, (3) supervision*, (4) employee training & development*; ability to (5) apply principles to solve practical, everyday problems, (6) maintain accurate records, (7) gather, collate & classify information about data, people or things, (8) work alone, cooperate with others, or establish friendly atmosphere as supervisor of work unit.
2	8-28	Responds to inquiries & requests for information either by telephone or mail; maintains communication with various departments &/or institutions &/or other governmental sectors (e.g., courts, law enforcement) for purpose of obtaining & distributing information & carrying out records maintenance responsibilities; advises department administrators & personnel concerning data collection & records maintenance.	Knowledge of 1, 2*, (9) public relations; ability to 5, 7, (10) write routine business letters reflecting standard procedures, (11) handle routine & sensitive inquiries from & contacts with officials & general public.

(636) 23:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary: plus: 1 course in records management (or 3 mos. exp.); 1 course in public relations or 1 course in business communications with emphasis on writing letters & oral communication (or 1 mo. exp.);

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Records Management Officer — CODE: 63271 C

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	1-21	Performs related administrative & clerical duties (e.g., prepares reports & correspondence; maintains inventory of supplies; sorts & distributes mail; orders supplies; works on special projects as requested).	Ability to 5, 6, 7, 8, 10, (12) prepare meaningful, concise & accurate reports.

(637)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* or equivalent.	TRAINING & DEVELOPMENT:

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