

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
State Records Technician

**SERIES NO.:**  
1244

**MAJOR AGENCIES:**  
Administrative Services only

**EFFECTIVE DATE:**  
03/07/2004

**SERIES PURPOSE:**

The purpose of the state records technician occupation is to file employment records of all state employees & to perform search & retrieval of filed index records & associated microfilm documents.

At the lower level, incumbents operate computerized mass storage system & produce microfilm records.

At the higher level, incumbents function as lead workers over lower-level state records technicians, operate computerized mass storage system & produce microfilm records.

**CLASS TITLE:**

State Records Technician 1

**CLASS NUMBER:**

12441

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires some knowledge of filing, storing & microfilming index records in order to operate computerized mass storage system.

**CLASS TITLE:**

State Records Technician 2

**CLASS NUMBER:**

12442

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of computerized mass storage system for filing, retrieving & microfilming index records in order to serve as lead worker over lower-level state records technicians.

<b>CLASS TITLE:</b> State Records Technician 1	<b>CLASS NUMBER:</b> 12441	<b>BARGAINING UNIT:</b> 09
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Operates computerized mass storage system (e.g., 3M Micropoint II) designed for rapid retrieval of documents stored on any of several microfilm media (e.g., operates keyboard to enter, merge, search & correct index data in computerized mass storage system) & produces microfilm records (e.g., prepares hard copy records for filming, sets up, loads & operates microfilm machine & marks film cartridge with identifying information).

Provides services to parties requesting employment records data (e.g., greets public at service counter & responds to requests for public record data; performs record searches for hard copy or microfilmed employment records; receives cash payments for copies of records & prepares receipts; pulls records data or retrieves microfilmed data for viewing by agency technical or administrative staff; answers phone & responds to routine inquiries).

Performs various related duties as assigned (e.g., coordinates movement of records for shredding after microfilming has been completed; orders records from or directs records to state records facility; on weekly basis conducts merging procedures to transfer short term memory entries to floppy disk).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of addition, subtraction, multiplication, division, fractions, decimals & percentages; office practices & procedures\*; public relations\*. Skill in operation of computerized mass filing & storage equipment (e.g., microcomputer, keyboard, video screen, disk drives, page search reader/printer)\*; operation of reproduction & related equipment (e.g., document camera, microfilm, microfiche, photocopier). Ability to deal with problems involving several variables within familiar context; write routine office records following standard procedures; stand, sit or bend continuously; move limbs/fingers easily to perform manual functions repeatedly.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, decimals & percentages & in reading, writing & speaking common English vocabulary; 3 mos. trg. or 3 mos. exp. in operation of reproduction & related equipment (e.g., document camera, microfilm, microfiche, photocopier).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.

<b>CLASS TITLE:</b> State Records Technician 2	<b>CLASS NUMBER:</b> 12442	<b>BARGAINING UNIT:</b> 09
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**EFFECTIVE DATE:**

03/07/2004

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Acts as lead worker (i.e., provides work direction & training) over lower-level state records technicians, conducts random quality control checks on records indexing to ensure accuracy, notes & corrects indexing errors & notifies responsible employee, merges data on records storage system & creates back-up records of indexing & assists in sorting work for assignment to record room staff.

Operates computerized mass storage system (e.g., 3M Micropoint II) designed for rapid retrieval of documents stored on any of several microfilm media (e.g., operates keyboard to enter, merge, search & correct index data in computerized mass storage system) & produces microfilm records (e.g., prepares hard copy records for filming, sets up, loads & operates microfilm machine & marks film cartridge with identifying information).

Provides services to parties requesting employment records data (e.g., greets public at service counter & responds to requests for public record data; performs record searches for hard copy or microfilmed employment records; receives cash payments for copies of records & prepares receipts; pulls records data or retrieves microfilmed data for viewing by agency technical or administrative staff; answers phone & responds to routine inquiries).

Performs various related duties as assigned (e.g., coordinates movement of records for shredding after microfilming has been completed; orders records from or directs records to state records facility; on weekly basis conducts merging procedures to transfer short term memory entries to floppy disk).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development\*; addition, subtraction, multiplication, division, fractions, decimals & percentages; office practices & procedures; public relations. Skill in operation of computerized mass filing & storage equipment (e.g., microcomputer, keyboard, video screen, disk drives, page search reader/printer); operation of reproduction & related equipment (e.g., document camera, microfilm, microfiche, photocopier). Ability to deal with problems involving several variables within familiar context; write routine office records following standard procedures; stand, sit or bend continuously; move limbs/fingers easily to perform manual functions repeatedly.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, decimals & percentages & in reading, writing & speaking common English vocabulary; 9 mos. trg. or 9 mos. exp. in operation of reproduction & related equipment; 3 mos. trg. or 3 mos. exp. in operation of computerized mass filing & storage equipment; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in office practices & procedures.

-Or 6 mos. exp. as State Records Technician 1, 12441.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.