

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
RECORDS MANAGEMENT

SERIES NO.:
6327

MAJOR AGENCIES:
AUDITOR OF STATE ONLY

EFFECT. DATE:
03/26/1990

NEW EFF. DATE:
01/10/1999

SERIES PURPOSE:

THE PURPOSE OF THE RECORDS MANAGEMENT OCCUPATION IS TO SYSTEMATICALLY RETAIN & DISPOSE OF AGENCY RECORDS (I.E., HARD COPY & ELECTRONIC).

INCUMBENTS INDEPENDENTLY MANAGE SYSTEM OF DATA COLLECTION & RECORDS MAINTENANCE OR ACT AS LEAD WORKER OVER ASSIGNED CLERICAL PERSONNEL.

CLASS TITLE:

RECORDS MANAGEMENT OFFICER

CLASS NUMBER:

63271

EFFECTIVE DATE:

03/26/1990

NEW EFFECTIVE DATE:

01/10/1999

CLASS CONCEPT:

THE FULL PERFORMANCE LEVEL CLASS WORKS UNDER GENERAL SUPERVISION & REQUIRES CONSIDERABLE KNOWLEDGE IN RECORDS MANAGEMENT IN ORDER TO MANAGE SYSTEM FOR RECORDS RETENTION & DISPOSAL &/OR ACT AS LEAD WORKER OVER CLERICAL EMPLOYEES INVOLVED IN RECORDS MAINTENANCE ACTIVITIES.

CLASS TITLE: RECORDS MANAGEMENT OFFICER	CLASS NO.: 63271	BARG. UNITS: 51
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EFFECTIVE DATE:

03/26/1990

NEW EFFECTIVE DATE:

01/10/1999

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.)

INDEPENDENTLY MANAGES SYSTEM OF DATA COLLECTION & RECORDS MAINTENANCE (I.E., HARD COPY & ELECTRONIC RECORDS) 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 (E.G., ESTABLISHES PROCEDURES FOR MAINTENANCE & STORAGE OF RECORDS; MAINTAINS INVENTORY OF RECORDS; ESTABLISHES RETENTION PERIODS BASED UPON THEIR ADMINISTRATIVE, LEGAL & FISCAL VALUE & PRESENTS RETENTION SCHEDULE TO RECORDS MANAGEMENT SECTION OF DEPARTMENT OF ADMINISTRATIVE SERVICES FOR APPROVAL; CONTROLS DISTRIBUTION OF RECORDS).

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.

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).

MAJOR WORKER CHARACTERISTICS:

KNOWLEDGE OF RECORDS MANAGEMENT; COMPUTER ENTRY*; ELECTRONIC RECORDS STORAGE SYSTEMS*; LAWS, RULES & PROCEDURES FOR RETENTION, DESTRUCTION & DISTRIBUTION OF RECORDS*; SUPERVISORY PRINCIPLES/TECHNIQUES*; EMPLOYEE TRAINING & DEVELOPMENT*; PUBLIC RELATIONS; FRACTIONS, DECIMALS & PERCENTAGES. ABILITY TO APPLY PRINCIPLES TO SOLVE PRACTICAL, EVERYDAY PROBLEMS; GATHER, COLLATE & CLASSIFY INFORMATION ABOUT DATA, PEOPLE OR THINGS; WRITE ROUTINE BUSINESS LETTERS REFLECTING STANDARD PROCEDURES; PREPARE MEANINGFUL, CONCISE & ACCURATE REPORTS; HANDLE SENSITIVE INQUIRIES FROM & CONTACTS WITH OFFICIALS & GENERAL PUBLIC.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

FORMAL EDUCATION IN ENGLISH & ARITHMETIC THAT INCLUDES READING & WRITING COMMON VOCABULARY & FRACTIONS, DECIMALS & PERCENTAGES; 1 COURSE OR 3 MOS. EXP. IN RECORDS MANAGEMENT; 1 COURSE OR 3 MOS. EXP. IN PUBLIC RELATIONS OR BUSINESS COMMUNICATIONS WITH EMPHASIS ON WRITING LETTERS & ORAL COMMUNICATION.

-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.