STATE OF OHIO (DAS) CLASSIFICATION

CLASSIFICATION SERIES:	SERIES NO.:	
Records Management	6327	
MAJOR AGENCIES:	EFFECT. DATE:	NEW EFF. DATE:
Attorney General Only	01/01/1980	01/13/1991

SERIES PURPOSE:

SPECIFICATION

The purpose of the records management occupation is to systematically retain & dispose of agency records (i.e., hard copy & electronic).

CLASS TITLE:

CLASS NUMBER:

Records Management Officer

63271

EFFECTIVE DATE:

NEW EFFECTIVE DATE:

01/01/1980 01/13/1991

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:	CLASS NO.:	BARG. UNITS:
Records Management Officer	63271	045

EFFECTIVE DATE:

NEW EFFECTIVE DATE:

01/01/1980

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; 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 alternative, equivalent evidence of the Major Worker Characteristics noted above.
- -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