# STATE OF OHIO (DAS)
## CLASSIFICATION SPECIFICATION

<table>
<thead>
<tr>
<th>CLASSIFICATION SERIES</th>
<th>SERIES NUMBER</th>
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<tr>
<td>Records Management Officer</td>
<td>6327AG</td>
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<tr>
<th>MAJOR AGENCIES</th>
<th>EFFECTIVE</th>
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<td>Attorney General Only</td>
<td>10/28/2018</td>
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## SERIES PURPOSE

The purpose of the records management officer occupation is to provide record management support to assigned section by retaining & disposing of section records according to established retention schedules & procedures.

## JOB TITLE

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<tr>
<th>JOB TITLE</th>
<th>JOB CODE</th>
<th>PAY GRADE</th>
<th>EFFECTIVE</th>
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<tbody>
<tr>
<td>Records Management Officer</td>
<td>63271AG</td>
<td>27</td>
<td>10/28/2018</td>
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## CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of records management in order to manage records maintenance, retention & disposal processes for section &/or act as lead worker over clerical employees involved in records maintenance activities.
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 (i.e., hard copy & electronic records) maintenance, retention & disposal for assigned section &/or acts as lead worker over assigned clerical staff.

- Establishes sections procedures for maintenance, storage & disposal of files, documents & materials
- Works with agency Records Management team to establish sections records retention schedules based on the administrative, legal & fiscal value of the records
- Tracks & processes records to ensure sections compliance with retention schedules (i.e., sends to storage or disposal)
- Responds to inquiries & requests (e.g., from investigators, attorneys, administrative personnel, courts, other state agencies or departments) for files &/or information
- Controls distribution of records within &/or outside of agency & maintains records of distribution (e.g., signing in/out of documents)
- Maintains accurate records of files & ensures all documents are properly filed
- Communicates with section personnel, other sections, &/or other agencies or institutions (e.g., courts, law enforcement) to obtain & distribute information
- Advises section management & personnel concerning data collection & records maintenance activities
- Performs related administrative & clerical duties (e.g., prepares reports & correspondence; files documents; hand delivers documents; order & maintains inventory of supplies; works on special projects)

MAJOR WORKER CHARACTERISTICS
Knowledge of records management; electronic records storage systems*; laws, rules & procedures for retention, destruction & distribution of records*; supervisory principles/techniques*; employee training & development*; public relations; fractions, decimals & percentages. Skill in use of personal computer; Microsoft Office suite; Adobe; current document management system (i.e., iManage)*. 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 use of personal computer & business office software; 1 course or 3 mos. exp. in customer service 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.