

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

Records Management Officer

SERIES NUMBER

6327AG

MAJOR AGENCIES

Attorney General Only

EFFECTIVE

10/28/2018

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

Records Management Officer

JOB CODE

63271AG

PAY GRADE

27

EFFECTIVE

10/28/2018

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Records Management Officer	63271AG	45	10/28/2018	27

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.