



Job Classification Description

RECORDS SPECIALIST II VSCSF

**Grade 7
Non-Exempt**

BASIC FUNCTION

To perform a variety of basic and specialized recordkeeping and reporting tasks for a specialized records or information service or function of the College, which include moderately sensitive and complex liaison functions with students, parents or other constituents; and/or moderately complex manual and computer file maintenance and report generation/preparation functions. To perform related clerical, technical and administrative tasks.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Process various documents related to a specific function, such as applications, personnel/payroll records, budget records, student records, invoices, and the like: prepare/initiate documents; review incoming documents for accuracy and completeness; code documents; complete missing or inaccurate information; resolve discrepancies; enter data in manual and computerized information files, verify/edit to ensure accuracy, update files/records regularly; distribute or file documents as appropriate.
- Organize and maintain various specialized department files and records, frequently involving crossfiling/crossreference systems.
- Perform a variety of tasks related to the development and maintenance of computerized departmental records using personal computers: design and basic programming of appropriate data bases and data management/reporting systems using various PC software; initial data base input; ongoing use of the system, involving regular data input and using programs to generate a variety of regular and special reports.
- Organize and maintain various logs and other manual record-keeping systems related to assigned functions.
- Compile a variety of information from both manual and computerized records and files for regular and special reports and in response to specific requests by supervisor or other staff members.
- Perform key liaison functions with students, faculty, staff, parents, alumni, outside firms, and/or other department/program constituency: distribute and explain policies/procedures; answer various questions; procure needed information; fill requests for information/services; coordinate services/activities; assist with completion of various documents; perform initial screening/interviewing procedures; set up appointments/interviews; administer standard tests; refer to appropriate staff/faculty/offices.

- Perform other specialized clerical or technical tasks related to the department's primary function as assigned.
- Confer regularly with immediate supervisor, other department/College personnel, and/or various firms/organizations/individuals outside the College to plan and coordinate activities, exchange information, resolve problems, and the like.
- Perform regular secretarial duties for the department: answer phones and serve as department receptionist; type/print using word processor correspondence, reports, manuals, and the like; order office supplies; maintain appointment calendars; screen incoming mail; set up meetings; photocopy; and the like.
- Perform various bookkeeping functions related to departmental operating budgets or special accounts.
- Train and oversee the work of student assistants and/or junior staff members.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Moderate to minimal supervision is received from a department director or other senior staff member or administrator.

MINIMUM QUALIFICATIONS

Associates degree in business or other appropriate discipline, plus two to three years of relevant clerical and technical experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of general clerical/secretarial skills.
- Good basic administrative and organizational skills. Experience in maintaining moderately complex filing and records systems. Some relevant experience with computerized information systems.
- Good reading, writing and math skills. Some bookkeeping/accounting training or experience may be desirable. Specific technical skills may be desirable.
- Ability to deal effectively with a wide variety of College personnel and students and/or outside individuals/organizations

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

