



Job Classification Description

RECORDS SPECIALIST III VSCSF

**Grade 9
Non-Exempt**

BASIC FUNCTION

To coordinate/oversee and carry out a variety of specialized recordkeeping and reporting tasks for a specialized records or information service or function of the College.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Coordinate and oversee all daily operations associated with the assigned records service or function.
- Supervise one or more staff members and student assistants: assist in interviewing and hiring; train new employees; plan and issue daily work assignments; monitor work in progress and check completed work; assist with difficult or unusual problems or tasks; evaluate job performance.
- Process various documents related to the specific function: prepare/initiate documents; review incoming documents for accuracy and completeness; perform specialized ratings, evaluations or assessments of data; 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 associated with 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.
- Develop and maintain various logs and other manual record-keeping systems related to assigned functions.
- Coordinate/carry out key reporting tasks associated with the assigned records function, including: designing appropriate reporting formats and planning report schedules; compiling 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; verifying accuracy of information, and investigating and resolving inaccuracies; preparing final reports; performing some basis technical analysis and interpretation of report data for senior staff/administrators.

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- Perform key liaison functions with students, faculty, staff, parents, alumni, outside firms, and/or other department/program constituency: explain and interpret policies/procedures; answer a wide range of questions; procure needed information; fill requests for information/ services; coordinate services/activities; investigate problems; assist with completion of various documents; perform initial screening/interviewing procedures; set up appointments/interviews; administer standard tests; refer to appropriate staff members/faculty/offices as indicated.
- Perform other specialized 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.
- Assist with general administrative support for the department.
- Perform various bookkeeping functions related to departmental operating budgets or special accounts.
- Perform related duties as assigned.

SUPERVISION RECEIVED

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 four to six years of relevant clerical/administrative/technical experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of general technical knowledge and skills related to organizing and maintaining moderately complex filing and record systems, including some relevant experience with computerized information systems. Experience in the applicable specialized records function desirable, and possibly required.
- Strong reading, writing and math skills. Good research and analytical skills.
- Good general office skills, including typing/word processing and general bookkeeping/accounting.
- 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.

