

Wright State University
CLASSIFIED JOB SPECIFICATION
Records Technician 1

I. JOB INFORMATION

Job Title: Records Technician 1 (CS 11)

Job Class: 11211

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under direct supervision and in accordance with standardized methods and procedures, performs a variety of duties and tasks of a clerical nature, which entails the establishment, and maintenance of records for information retention, retrieval, storage and/or inventory control.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Following detailed procedures, establishes new files and records as required ensuring that proper and accurate codes, numbers, and other identifiers are properly utilized.
- Processes and retrieves all requests for records ensuring requesters have proper authorization for release of confidential information.
- Performs required maintenance on record retention system to ensure integrity of files.
- Maintains logs and records of information checked out and assures that all materials are properly retrieved and filed.
- Responds to inquiries and requests for information either by telephone or mail; maintains communication with various departments and/or institutions and /or other governmental sectors (e.g., courts, law enforcement).
- Performs related administrative and clerical duties (e.g. prepares routine reports and correspondence, maintains inventory of supplies; sorts and distributes mail; orders supplies, works on special projects as requested).

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high-school diploma or GED and six months (FT) of related work experience. Excellent reading skills. Strong interpersonal skills. Ability to calculate basic math. Some knowledge of basic office procedures. Ability to maintain accurate records.

V. WORKING CONDITIONS

Typical office environment.

VI. WSU TESTING/EXAMINATIONS REQUIRED

Math.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

May require American Medical Record Associate accreditation

VIII. JOB SERIES

11200

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.