

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Records Technician 2**

**I. JOB INFORMATION**

**Job Title:** Records Technician 2 (CS 12)

**Job Class:** 11212

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general supervision performs data entry and retrieval of information into databases and assist in a variety of tasks associated with records management duties in establishing and maintaining records and databases

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Prepares, processes, researches, audits, protects, and/or updates records and files relevant to department and operational needs.
- Maintains records database management system.
- Abstracts information from records for completion of forms and requests.
- Develops and revises forms, procedures, and systems to accommodate changes related to processing data, maintenance, and storage of records.
- 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 to obtain and distribute information and carrying out records maintenance responsibilities.
- Advises department administrators and personnel concerning data collection and records maintenance.
- Performs related administrative and clerical duties (e.g. prepares 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 one year (FT) related work experience OR, two years of post-secondary education and six months of related work experience (FT). Excellent verbal/communication skills. Strong interpersonal skills. Ability to calculate basic math. Working knowledge and skills to utilize current office equipment and a variety of complex software packages. Demonstrated skills/knowledge of additional software may also be required. Ability to maintain accurate records.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

Math.

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**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.*