Georgia State University

Job Specification

Job Title: Records Coordinator II

BCAT Code: 09TX71  Effective Date: April 1, 2007
Pay Grade: G07    FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Provides clerical and administrative support for a Records department.

Examples of Duties
- Serves as primary backup in setting up individuals, new hires, and rehires in the Human Resources Information System (HRIS), such as faculty, staff, students, temporary employees, and affiliates.
- Maintains and archives all records files.
- Acknowledges the receipt of Records documents.
- Responds to written employment verification requests on behalf of employees.
- Assists with the production of the campus directory and other data requirements.
- Ensures the proper entry of Records information.
- Reviews files and determines the appropriateness of documentation on record.
- Retrieves and enters information hourly throughout the day for staff and faculty appointments.
- Researches the appropriateness of files and documentation on record.
- Manages, maintains, and follows up on tickler files.
- Responds to telephone and written inquiries on a daily basis.
- Communicates specific information to customers.
- Maintains correspondence with customers and Records related inquiries.
- Advises customers or department members on proper procedures and policies to ensure that the appropriate requirements are met.
- Organizes general mailings.
- Handles all incoming mail.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Ability to lift up to 25 lbs.
- Ability to communicate effectively verbally and in writing.
- Ability to use standard office equipment, such as photocopy and fax machines.
- Ability to work under stressful situations.
- Ability to work independently and perform assignments via oral and written instructions, and/or specific policies and procedures.

Minimum GSU Hiring Standards
High school diploma or GED and two years of clerical experience with some experience with complex filing systems.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*