

New Mexico State University Personnel Office
New Mexico Department of Agriculture
Non-Exempt Classification Specification

Classification Title: Records Specialist
Class Code: 2861 **Grade:** 10 **EEO-6 Code:** 4 **Last Update:** 01/21/2000

DESCRIPTION OF WORK

General Duties: Performs a variety of routine and non-routine clerical duties of unusual difficulty requiring knowledge of special procedures, rules or guidelines and the exercise of independent judgment and action.

Supervision Received: Works under broad supervision of an administrative supervisor.

Supervision Exercised: Exercises supervision over classified and student employees as assigned.

EXAMPLES OF DUTIES

Performs extremely difficult and involved clerical work in preparing, maintaining, processing, auditing, or analyzing confidential records, reports, claims, bills, vouchers, permits, order forms, or other important documents which require the application of a large variety of rules and regulations and the use of specialized knowledge; analysis/evaluation and testing of special computer functions; coordinates processing by coding; establishes and maintains files; composes letters to request information; may maintain accounting and financial records; prepares or assists in the generation, collection and preparation of data for statistical analysis, special reports, and budgets; provides information regarding procedures and policies; serves as liaison between faculty, staff, students and public; maintains database; assists in the establishment of office procedures and routines; may operate computer terminal to enter, delete, or change data; may operate word processing equipment; may order supplies and maintain inventory; supervises and trains clerical personnel; performs related work as assigned.

MINIMUM QUALIFICATIONS

Knowledge: Extensive knowledge of office practices and procedures; business English, spelling and arithmetic; considerable knowledge of bookkeeping, accounting, and recordkeeping procedures; knowledge of university and department procedures; rules and guidelines relating to the particular function; word processing software.

Skills: Skill in the operation of a computer terminal, typewriter, calculator, copier, and telephone; excellent organizational skills.

Abilities: Considerable ability to make difficult arithmetic computations, apply organization policies and procedures; establish routine office procedures; supervise the activities of others; establish and maintain effective working relationships with employees, other organizations and the public; communicate effectively verbally and in writing; make decisions in accordance with laws, rules and regulations; set up and maintain extremely difficult and varied records; prepare reports from records; ability to work under pressure and meet deadlines; work with minimal amount of supervision; type accurately 50 words per minute. *Typing may not be a requirement in ALL Records Specialist positions.

Education: Graduation from an accredited two (2) year secretarial program.

Experience: Four (4) years of general office/clerical or secretarial experience.

OR

Any equivalent combination of education and experience which provides the above knowledge, skills and abilities.