Senior Records Control Clerk

Job Code 00007205

General Description
Responsible for providing record control for interdepartmental transfers and maintaining computer resident and manual records.

Examples of Duties
Provide photocopier, printer and courier services for ISS staff.
Prepare documentation.
Oversee the work of student workers.
Purchase and maintain office supplies and consumables inventory.
Serve as receptionist and switchboard operator.
Maintain access security records.
Grant/revokes access to administrative applications.
Manage reference materials in ISS library.
Maintain on-line documentation.
Complete administrative overhead functions.
Enter computer tapes in the tape library program.
Perform and maintain system back-ups.
Maintain computer logs and directories.
Prepare interdepartmental transfers on computer billing usage.
Prepare invitations to bid, purchase orders, bid tabs.
Enter purchase orders into 1032 file.
Process Telesys applications, collect payments and prepare receipts.
Assign account numbers and passwords for faculty, staff and student.
Discuss Telesys account status with users.
Request new Telesys accounts.
Prepare microfiche work orders.
Process ad hoc report requests.
Sort faculty and staff labels and prepare interdepartmental transfers.
Maintain price listing for Computing Services.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: ISS records, files, codes and code sequences; standard business English; the organization, function, and administrative duties of the offices at Texas State; personal computers and related
applications; policies and procedures on various accounts; computer billing accounts; basic bookkeeping; word processing and list processing applications.

**Skill in:** Preparing supply request forms, timesheets; working as a team member; typing; preparing interdepartmental transfers; preparing log Telesys; interacting with users in other departments.

**Ability to:** Understand written job instructions; perform basic math; explain policies and procedures; establish and maintain an effective filing system.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**