



DATE ISSUED: 07/09
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Records Clerk

JOB SUMMARY

Performs routine work involving the operation of various computer programs used at the university. Duties involve repetitive work in the preparation of data for computer input to provide the basis for development of variety of accounting and statistical records and reports. Work is performed under direct supervision with job performance based upon accuracy and adequacy output, and adherence to established procedures. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Department Manager or Supervisor

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

- Retrieves and distributes incoming mail from the Post Office for the Registrar's Office.
- Handles return mail to determine problem and corrections.
- Collects and sorts source documents in preparation for input of data.
- Enters course titles for special topics and independent study courses.
- Receives and mails requests for course descriptions.
- Responsible for answering the main phone line.
- Assists with degree audits and other graduation activities.
- Assists students with registration.
- Assists with transcript corrections.

ADDITIONAL DUTIES

- Cross trained to assist with all aspects of Registrar's/Transcript Office procedures.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Two years clerical experience in clerical support or computer data entry.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of data entry methods used in assigned work.
Ability to perform detailed work rapidly and accurately amid distractions.
Ability to establish and maintain effective work relationships with others.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

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SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.