



**THE OKLAHOMA STATE REGENTS FOR
HIGHER EDUCATION**
Oklahoma College Assistance Program
JOB DESCRIPTION
Records Clerk II

**Non-Exempt
Position# 100052**

ESSENTIAL FUNCTION

Index imaged records using ten-key data entry.

RESPONSIBILITIES AND DUTIES

- Index imaged records using ten-key data entry.
- Prepare hard copy files for imaging by removing staples, mending tears and verifying document coding and sorting by document type as needed.
- Retrieve files or documents (hard copies, microfilm, fiche or image) as needed.
- Image records as needed.
- Burn and duplicate CD's as needed.
- Other similar duties as assigned.

POSITION QUALIFICATIONS

High school diploma or GED required. General computer skills with working knowledge of Excel, Word and Access preferred. Must have working knowledge of ten-key data entry. Must have the ability to plan and organize work and to work effectively with all levels of personnel. Must have valid driver's license.

Must have six (6) to twelve (12) months of general office experience including record keeping and an excellent attendance record. Physical demands include the ability to bend, crouch, stoop, sit and/or lift objects weighing 25 pounds or more. Must use the proper manual handling equipment including but not limited to dollies, carts and lift team members.

SUPERVISION

The employee performs work under the supervision of the Assistant Director of Business Services.

Interested candidates may submit a cover letter and resume (including a list of 3 professional references) to:

**Oklahoma State Regents for Higher Education
Human Resources
Post Office Box 108850
Oklahoma City, Oklahoma 73101-8850
(405) 225-9230 (fax)
hr@osrhe.edu (e-mail)**