



**Job Specification**

**Job Title: Records Coordinator II**  
**BCAT Code: 510X DP**  
**Pay Grade: G07**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Provides clerical and administrative support for the HR Information System and Records function in the delivery of services. Serves as primary back up for HRIS Assistant setting up all individuals, new hires and rehires in the HR Information system, including faculty, staff, students, temporary employees, and affiliates. Sets up direct deposit banking instructions in HRIS on all employees. Responds to written employment verification requests on behalf of employees. Monitors annual employee performance evaluations submitted to HR. Assist with the production of the campus directory and other data requirements, such as label jobs. Collaborates with payroll specialists and provides back-up support for employee records activities, as well as other duties as assigned.

**Examples of Duties**

- Maintains all personnel files.
- Archives personnel files.
- Serves as the primary back up for the HRIS Assistant.
- Retrieves and enters information hourly throughout the day for Staff and Faculty appointments.
- Responds to faxed, in-person, and e-mailed employment verifications within 48 hours of receipt of request.
- Records receipt of annual employee performance, within one week of receipt of evaluation.
- Assists the Director in the creation of various HRIS data reports and products, such as the annual campus directory, campus mailing label requests, etc.
- Updates employee HRIS records based on data change requests from directory update process.
- Advises customers or department members on proper procedures and policies, in order to ensure appropriate requirements are met.
- 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 stress situations.
- Ability to work independently, and perform assignments through oral and written instructions, and/or specific policies and procedures.

**Minimum GSU Hiring Standards**

High school diploma or GED and two years 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.*