



**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

***ESSENTIAL 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 trains 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, including related university software and email.

### ***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### ***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*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:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***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, gender, sex, sexual orientation, 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.***