UNIVERSITY OF SOUTHERN CALIFORNIA
Student Records Technician III
Job Code: 137027

Grade: E
OT Eligible: Yes
Comp Approval: 9/9/1993

JOB SUMMARY:
Researches and responds to inquiries and requests for information. Provides direction to subordinates. Inputs student data and maintains student records database.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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Provides direction and instruction to subordinates as needed or requested by supervisor.
Assists individuals requesting information by telephone, mail, and/or in person. Routes calls or takes messages as necessary.
Ensures that system generated replies are sent to potential students, students or others requesting information.
Inputs, edits or ensures correctness of data or standard departmental documents.
Sets up and maintains files and records which may contain confidential student information.
Releases confidential information following established policies and procedures.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: [ ] No
[ ] Yes
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
High School or equivalent

Minimum Experience:
1 Year

Minimum Field of Expertise:
General office

Skills: Administrative:

Answer telephones
Assemble and organize numerical data
Coordinate work of others
Edit routine documents
Establish filing systems
Gather data
Input data
Maintain filing systems
Research information

Skills: Machine:

Adding Machine
Computer Network (Department or School)
Computer Network (University)
Personal Computer
Photocopier
Word Processor

Supervises: Level:

Leads one or more employees performing similar work

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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