
Auburn University Job Description

Job Title:	Spec, Plan& Design Doc& Rec	Level I	Grade 26 \$18,400 - \$30,600
Job Code:	DB19	Level II	Grade 27 \$20,300 - \$33,800
FLSA status:	Non-exempt		

Job Summary

Maintains and organizes facility related documents and records.

Essential Functions

1. Scans paper documents such as plans and maps for storage, retrieval, reproduction, and distribution.
2. Catalogs each document in an index card system and electronic database so that documents can be found by keyword and various information can be obtained quickly.
3. Edits and manipulates electronic images of documents utilizing various graphic editing programs.
4. Reproduces and distributes paper and electronic documents.
5. Organizes and purges documents in the plan vault collection.
6. Performs routine maintenance on graphic and reproduction equipment.
7. Locates information related to documents such as the location it represents, specific nature of the document, and other pertinent information.
8. May need to travel on and off campus, to construction sites, and duplication companies for deliveries and pick-ups of plans and documents.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Tasks are varied and may involve specialized procedures or systems.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma or equivalent plus 2 years experience.
II	Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 2 years experience.

Level II High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in record and file management

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

Valid Driver's License

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, talking, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/16/2010
