
Auburn University Job Description

Job Title: **Technician, Employee Records**

Job Family: No Family

Job Code: **EB44**

Grade 28: \$22,300 - \$37,200

FLSA status: Non-exempt

Job Summary

Reporting to the Manager of Employee Records and Systems Management, supports the approval, setup, and maintenance of University employee records. Assists in data entry, data maintenance, document scanning, card services, and records retention activities to ensure that employee records are accurate and in accordance with University guidelines and federal and state laws.

Essential Functions

1. Processes and inputs University employee paperwork into the HR Banner System in accordance with established Auburn University policies and procedures. Verifies accuracy of document information, EPAF's, and proper supporting documentation.
2. Reviews and scans employee files to Xtender. Performs multiple office duties such as data gathering, data validation, correspondence, and filing.
3. Assists the Human Resources staff in a broad variety of office support tasks including, but not limited to, creating employee and student ID cards and helping internal and external units obtain the documents needed for the I-9 verification process.
4. Acts as a point of contact for other departments, students, faculty, and customers to advise on current policies and procedures as they relate to employee records.
5. May perform other related duties as assigned by the Manager of Employee Records and Systems Management.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High school diploma.
Experience (yrs.)	0	Experience in administrative support.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Preferred knowledge of human resources and related functions, knowledge of the guidelines for acceptable documents and procedures for completing and maintaining the I-9 employment eligibility form.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Ability to see information in print and/or electronically and distinguish colors.

Date: 10/8/2018
