**Definition of Class**
The incumbent is responsible for maintaining departmental records from a variety of sources. Duties include sorting, indexing, scanning, filing, storing and retrieving data. This position operates office equipment such as computers, scanners, and copiers, and utilizes physical filing units to organize, store and maintain data.

**Examples of Work Performed**
Utilizes indexing/filing protocols for industry standard when filing data.

Operates computers, scanners, copiers and other office equipment to scan, index, organize and store and retrieve data electronically.

Verifies accuracy of document indexing and ensures that archived documents are stored in the correct file locations either physically or electronically.

Transfers data files to appropriate electronic project/record folders for maintenance and future retrieval.

Verifies accuracy of work; locates and corrects indexing, filing and storage errors and entries.

Organizes and maintains hard copy data by physically sorting, indexing, filing, storing and retrieving data.

May answer phones and direct visitors to staff as needed.

May relieve supervisor of routine tasks.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Utilizes computers, scanners and copiers and other office equipment to scan, index, organize, store and retrieve data electronically.

2. Organizes and maintains hard copy data by physically sorting, indexing, filing, storing and retrieving data.

3. Verifies that files have been indexed and stored according to provided standards to ensure accuracy.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; and use hands to handle or feel objects, tools or controls.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
One (1) year of experience related to the above described duties.

Interview Requirements
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity>Title VI/Title VII/Title IX/504/ADA/DEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an "at will" employer. This job description does not constitute an employment contract or negate "at will" employment.