

HIDALGO COUNTY COUNTY CLERK'S OFFICE

Job Title: Records Management Specialist **FLSA Status: Non-Exempt**

Dept. Code: 180 **Civil Service Status: Non-Exempt**

SUMMARY:

The employee performs all duties required to assist the Hidalgo County Clerk's Records Management Department. This includes the implementation of record control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space effective storage of inactive records, control over the creation and distribution of forms, reports and correspondence. In addition, has general knowledge of electronic and other records storage systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Records Manager with the design, implementation and maintenance of the records management program in accordance with TSLAC (Texas State Library & Archives Commission) standards.
- Attends training relative to records management, as determined or recommended.
- Instrumentally involved in the Records Management budget process, in order to have appropriate funds available to maintain the day to day operation of the Records Management Department.
- In cooperation with elected officials and department heads identifies essential records and establishes a disaster plan for the Records Management Facility, to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense.
- Assists the Records Manager on establishing procedures to ensure the permanent preservation of all historically valuable records of the county.
- Assists the Records Manager with establishing standards for filing and storage equipment and archival supplies for the preservation of worthy items.
- Assist the Records Manager with establishing a recycling program for the elected official and department head offices of the county, to include all remote sites.
- Provides records management advice and assistance to all county departments by preparation of relative "Hand-Outs" and/or "Policies & Procedures" and by on-site consultation/s, when necessary.
- Designs and provides training on all facets of the records management program to all county departments.
- Establishes and updates the Records Management web page, to include relative forms and documents.
- Identifies and reports non-compliance by elected officials and department heads or other county personnel with policies and procedures of the records management program.
- Performs other duties and tasks as assigned by the Hidalgo County Clerk's Records Management Supervisor, Office Manager, Chief Deputy or County Clerk.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- Associates Degree in Office Administration preferred but not required.
- Degree may be substituted with at least five (5) years of administrative experience.
- Should have administrative experience in office or related work.
- Should have experience with government work.

OTHER SKILLS AND ABILITIES:

- Ability to supervise and communicate effectively with staff and the public.
- Ability to prepare and maintain detailed records, files and reports.
- Flexibility to be cross-trained in various departments.
- Ability to develop and provide training seminars to various county departments.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is required to stand, sit, and use his/her hands. The employee may be required to handle or feel objects, tools, or controls, and to talk and listen extensively. The employee is required to reach with hands and arms, climb or balance, stoop or kneel.

The employee must occasionally lift and/or move up to thirty-five (35) pounds. Specific vision abilities required by this job include close vision and the ability to focus and read standard font characters.

The employee will be required to lift boxes, climb ladders and place the boxes in shelving that reaches up to 16 feet

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time.
- Operating assigned equipment.
- Climb ladders in excess of 12 feet

Maintain mental capacity which permits:

- Making sound decisions and using good judgment.
- Demonstrating intellectual capabilities.

Effectively handle a work environment and conditions which involve:

- Working closely with others.
- Working in a multi-task environment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations.
- Reading and writing.