



COUNTY OF HIDALGO

Human Resources Department

Job Title: **OFFICIAL RECORDS MANAGER**
Grade: 13

The County of Hidalgo Human Resources Department reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Human Resources Department.

GENERAL DESCRIPTION

Provides administration and management of the daily operations of the County Clerk Records Division located in the Courthouse while ensuring timely, accurate and professional services for recording of documents; Assists in providing public access to official public records while restricting access to closed records; Oversees project development activities and handles system upgrades and requests improvements and support from vendors; Develops budgetary requirements and manages personnel resources; Represents County Clerk's Office at various meetings, functions, and conferences.

EXAMPLES OF WORK PERFORMED

Ensures compliance with all rules and statutes by review of new legislation; Provides estimated fiscal impact and recommends implementation of new policies to comply with newly enacted legislation

Coordinates the archiving of documents retained by the CC Records Division for permanent storage and irretrievability

Provides trend analysis for document type filings, fee increases, data usage, annual filings, external changes affecting filings, and potential revenue sources

Coordinates multiple elements within the division to ensure goals are met in a timely manner

Represents the County Clerk's Office at various county functions

Maintains issuance and accountability records of all security paper

Coordinates the applications of security clearances for staff and access to state remote birth certificate systems

Works to evaluate current records management/automation programs to determine future applications

Processes delayed birth certificates

Establishes and maintains communications with other County, State, Federal, and Municipal agencies

Attends staff meetings; Prepares and submits weekly manager's reports

Helps establish and monitor office procedures

Establishes services and ensures a high level of customer satisfaction

Supervises employees comprised of the Vitals, Deeds and Recording departments at the Clerk's main office and the McAllen Substation.

Coordinates the review of proposed national standards, initiatives, and their effects on the office

Designs and Maintains the disaster recovery plan for the department

Develops training procedures and manuals

Reviews and coordinates consolidation and transfers of Local Registrar duties

Ensures the department is in compliance with the Department of State Health Services standards

Coordinates the annual certification of employees by the Office of the Attorney General

Performs all other related duties as required

EXPERIENCE AND EDUCATION

Bachelor's degree from an accredited college or university in Business or related field

Three (3) years related experience

Three (3) years in a supervisory/management capacity

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Attain Acknowledgement of Paternity Certification by Texas Attorney General Office and security clearance from State Bureau of Vital Statistics within one year

Must be Bondable

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Excellent oral and written communication, presentation, and interpersonal skills

Demonstrate effective leadership and organizational skills

Thorough knowledge of all phases of County Clerk Records processes

Experience in the information systems environment, Microsoft Office programs, local area networks, and imaging software

Ability to conform, authorize and comply within the guidelines set by statutes, rules and County Clerk policies and procedures

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

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
- standing for extended periods of time
- operating assigned equipment

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
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations