



COUNTY OF HIDALGO

Human Resources Department

Job Title: **RECORDS MANAGEMENT SPECIALIST**
Grade: 07

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

Oversees and coordinates the District Attorney's comprehensive Records Management Program. Monitors effective and economical controls over the creation, identification, maintenance, security, storage and destruction of County records; ensures compliance with State Law; manages, supervises and coordinates the activities and operations of the all the records in the District Attorney's Office.

EXAMPLES OF WORK PERFORMED

Manages and participates in the development and implementation of goals, objectives, polices and priorities for the management of records and information.

Monitors and evaluates the efficiency, effectiveness, and quality of recordkeeping practices throughout District Attorney's Office.

Oversees inventory of County records. Studies and identifies departmental functions and the records series that document and support them.

Oversees the development, update and approval of retention and disposition schedules for County records.

Directs the approval and transfer of expired County records to destruction, according to statutory requirements. Maintains records of destruction.

Maintains awareness of new developments and technology in the field of records management; and incorporates new developments as appropriate into programs.

Develop and manage the records and information management program.

Establishes policies and standards regarding operations and use of inactive records storage areas.

Maintains awareness of new developments and technology in the field

Performs other related duties as required

EXPERIENCE AND EDUCATION

One academic year from an accredited college or university

Experience in records or archive management

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

CERTIFICATES, LICENSES AND REGISTRATION

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

Principles and procedures of records management and archival administration.

Pertinent Federal, State and local laws, codes and statues applicable to records management.

Statutory requirements regarding access to public information.

Electronic Records.

Principles and practices of program development and implementation.

Records developments, current literature and information related to records management.

Skills in organization and time management.

Interpersonal relations.

Computers and applicable software.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to analyze departmental record keeping practices and recommend solutions.

Communicate with all levels of County staff to maximize understanding and participation in records management program.

Access documentation needs in all mediums.

Assists in preparing records management policies, procedures, and manuals.

Coordinate and monitor records management programs.

Recommend and implement goals and objectives for providing records management services.

Establish and maintain effective working relationships.

Attentive to detail and accuracy.

Working knowledge of the Internet, Microsoft Office and aptitude for learning other software.

Proficient in both written and verbal use of English, spelling, grammar, and punctuation.

Knowledge and skills in project management; analyzing policies and procedures, decision-making for efficiency and effectiveness.

Effective file maintenance skills.

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