



Elgin Independent School District- Job Description

<u>Job Title</u> Records Management Specialist		<u>Dept./School</u> Administration	<u>Reports to</u> Executive Director of Communications & Community Engagement
<u>Pay Grade:</u> 4CP	<u>Days:</u> 226	<u>FLSA Status</u> Non-Exempt	<u>Date Revised</u> April 4, 2025

Primary Purpose:

Assist the Records Management Officer in all duties, including maintaining, archiving and destroying district and campus records in accordance with district, state and federal rules and regulations relating to the proper custodial care, including security and confidentiality requirements, of records.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

- Knowledge of Texas State Library and Archives Commission rules for document retention
- Ability to demonstrate leadership qualities such as: adaptability, flexibility, dependability, accountability, and integrity
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Ability to demonstrate effective teamwork and collaboration
- Ability to perform responsibilities with minimal supervision
- Effective communication and interpersonal skills
- Attentive to details and accuracy
- Proficiency in keyboarding and file maintenance
- Ability to use software to develop spreadsheets, databases, and do word processing
- Ability to operate standard office equipment
- Ability to perform basic math
- Ability to read, speak and understand English
- Ability to lift and carry 35-50 lbs

Experience:

3 years of clerical and file maintenance experience

Major Responsibilities and Duties:

File Management

1. Administer the records storage and destruction process of district and campus records following established records retention schedules and requirements of the Texas State Library and Archives Commission.
2. Utilize specialized web-based document management programs, such as YellowFolder, and/or software in order to scan, maintain, and retrieve documents.
3. Provide primary support to district staff in the utilization of the document management system, such as YellowFolder.
4. Assist departments and campuses in the prepping, scanning and indexing of records, and verify the accuracy of archived documents.
5. Assist departments and campuses in the retrieval of requested records.
6. Process records from departments and campuses for storage in the Records Warehouse and maintain accurate records of check in/check out status of all documents.
7. Prepare records for certification and destruction.

Reports and Correspondence

8. Prepare correspondence, forms, and reports according to district standards and requirements.

Other

9. Maintain confidentiality.
10. Follow district safety protocols and emergency procedures.
11. All other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; imaging equipment

Posture: Frequent walking, standing, bending/stooping, and reaching. Occasional pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; frequent reaching

Lifting: Frequent lifting and carrying (35 – 50 lbs)

Environment: Travel required between district facilities; work within various departments and campuses

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.