

Job Title:	Records Archives Assistant	Wage/Hour Status:	Hourly
Reports to:	Central Receiving Coordinator	Pay Grade:	404
Dept./School:	Warehouse Services	Date Revised:	April 19, 2023

Primary Purpose

Accomplishing the Records Management Office's (RMO) mission by providing assistance to District schools and departments in compliance with established records retention guidelines and schedules and their records storage needs.

Qualifications

Education/Certification

High School Diploma/GED
Valid driver's license

Special Knowledge/Skills

- Ability to work with minimal supervision
- Familiarity with personal computers and business productivity software that includes but may not be limited to: Excel, Word, Outlook and RMO inventory system
- Ability to learn other software programs (data imaging)
- Familiarity with RMO standard operating procedures that includes but may not be limited to:
 - Texas State Library and Archives Commission (TSLAC) Regulations and Retention Schedules
 - EPISD policies, procedures, and forms
- Ability to communicate effectively
- Ability to operate a light vehicle

Experience

One (1) year records management experience, preferred
Three (3) years experience in a warehouse facility providing exceptional customer service

Major Responsibilities and Duties

1. Assist and support the implementation, development, maintenance and improvement of all Records Management Office guidelines and processes.
2. Understand, apply, and comply with the Texas State Library and Archives Retention policies and the RMOs local guidelines (site codes, retention periods, and all Federal, State or Local requirements) in the transfer, storage, retrieval, and destruction process.
3. Provide guidance to schools and departments regarding RMO shop policies and the transfer/pick-up, storage, retrieval and destruction of their records.
4. Perform routine office work that includes but may not be limited to: handling incoming phone calls, returning calls, providing voice and on-line assistance to clients, handling faxes or e-mails, tagging boxes, verifying the accuracy of data provided to RMO on the department's standard forms, physical inventory of records submitted for storage, filing, maintaining electronic files, and data input.
5. Perform duties in an efficient and effective manner.
6. Comply with the District's employee standards of conduct, safety standards, ethical standards, and conflict of interest policy.
7. Assist in maintaining department facilities (sweeping, cleaning, and securing the facility).
8. Operate and maintain the RMO van following EPISD safety requirements, performing monthly vehicle inspections, report accidents and damage to the van immediately, report poor vehicle performance to Coordinator, provide mileage reports and assure that Safety and Texas registration sticker are updated yearly.
9. Maintain and promote a positive relationship with department personnel, vendors, officers, and other stakeholders.
10. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computer, ladder, dolly, forklift, pallet jack, and small hand tools.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions. Lifting (in some cases boxes weight more than 50 lbs.), stooping, climbing, bending, kneeling, reaching, and standing for prolonged periods. Operating a 2-wheel dolly and an EPISD vehicle; prolonged use of the computer and repetitive hand motions; and work in an environment that may be very cold or hot.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.