

JOB DESCRIPTION

Job Title Records Archives Specialist
Reports to Assistant Director of School Resources
Dept/School School Resources Department

Job Title Code 532165
Wage/Hour Status Non-Exempt
Pay Grade 406
Date Revised February 6, 2025

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

Education/Certification

- High School Diploma/GED
- Valid driver's license

Special Knowledge/Skills

- Ability to work with minimal supervision
- Must be able to operate a computer
- Knowledgeable in Excel, Word, Outlook and RMO inventory system
- Knowledgeable with RMO standard operating procedures that include 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 working with organizing and archiving documents with TSLAC or industry standards of records retention guidelines

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 policies and the transfer/pick-up, storage, retrieval and destruction of their records.
4. Update training documentation on an annual basis such as PowerPoints, forms etc.
5. Conduct annual Records Management Training and department consultation when needed.
6. 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.
7. Perform duties in an efficient and effective manner.
8. Comply with the District's employee standards of conduct, safety standards, ethical standards, and conflict of interest policy.
9. Notify departments and campuses of retention record dates with authorized administrative approval.
10. Secure approval of documents which have met retention record schedule.
11. Generate records retention date reports monthly and provide them to PSR management.
12. Coordinate the disposal of records with vendors.



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- 13. Attend online training and keep the Assistant Director of School Resources abreast of any changes.
- 14. Operate and maintain the RMO van following EPISD safety requirements, perform 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 stickers are updated yearly.
- 15. Maintain and promote a positive relationship with department personnel, vendors, officers, and other stakeholders.
- 16. 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 weigh 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 working in an environment that may be very cold or hot.

Terms of Employment

238 days; hourly rate to be established by 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 with a copy.

Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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



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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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.