

Job Title:	Service Records Specialist	Wage/Hour Status:	Non-Exempt
Reports to:	Compensation & Employment Compliance Manager	Pay Grade:	304
Dept. /School:	Human Resources	Date Revised:	November 22, 2024

Primary Purpose

Manage centralized paper and electronic records to include organizing and filing paper documents. Receive, process, and maintain files and service records for applicants and employees of the district. Monitor access to human resources (HR) records and maintain proper security and confidentiality. Accurately maintain service records and related information for current and former employees of the district.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills

- Passing score on the District's clerical SET test
- Excellent organizational, communication, and interpersonal skills
- Experience using personal computers to include mainframe software applications for data retrieval and storage
- Proficient in database applications, and file maintenance

Experience

Two (2) years related experience

Major Responsibilities and Duties

1. Maintain current knowledge of all state laws and regulations for creditable years of service and personal leave.
2. Process requests for official district service records, including maintaining log of records requests, retrieving documents, copying, and mailing records.
3. Maintain employee paper records and accurate location of employee files in an organized filing system.
4. Ensure efficient transition of paper records to electronic records through applicable imaging system(s).
5. Assist in ensuring electronic records are complete by imaging additional documents received, in an expeditious manner.
6. Assist in ensuring Records Management Manual is current.
7. Provide support and assistance with file room functions.
8. Make corrections to data as assigned.
9. Assist with the transition from paper document storage to electronic storage.
10. Make corrections to data as assigned.
11. Maintain and/or update detailed databases used for tracking of files forwarded to central archive and microfilming.
12. Prepare files to be micro filmed and monitor the project to completion to include, ensure that records are properly micro filmed and returned to the district file room.
13. Prepare necessary paperwork and track boxes of documents sent to central archive.
14. Participate in records managing training.
15. Interact with Technology and Information Systems to develop necessary edit reports for validating Human Resources accuracy of image documents.
16. Assist with keeping computer documentation current for imaging application.
17. Provide training on the filing system and the imaging application for new staff members.
18. Maintains confidentiality of personnel information.
19. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer; heavy lifting, carrying, stooping, bending, kneeling, and reaching.

Terms of Employment

221 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: _____

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 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.