

Job Title: HR Imaging Records Specialist**Wage/Hour Status:** Hourly**Reports to:** Compensation & Employment
Compliance Manager**Pay Grade:** 305**Dept. /School:** Human Resources**Date Revised:** April 30, 2021**Primary Purpose**

Perform complex clerical/secretarial/customer services/administrative support work. Work under moderate supervision with limited latitude for the use of initiative and judgment. Accurately maintain employee records and department information. Create and maintain accessible and retrievable computer archives and databases.

Qualifications**Education/Certification**

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

Special Knowledge/Skills

- Passing score on District's clerical SET test
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology
- Knowledge of personal computer to include mainframe software applications for data retrieval and proficiency in word processing and database applications
- Excellent organization, communication, and interpersonal skills
- Ability to meet established deadlines

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Maintain employee paper records and accurate location of employee files in an organized filing system.
2. Ensure efficient transition of paper records to electronic records through applicable imaging system(s).
3. Ensure electronic records are complete by imaging additional documents in an expeditious manner.
4. Ensure designated electronic security access is processed/maintained pertaining to imaged documents in accordance with established guidelines.
5. Ensure the Records Management Manual is current.
6. Ensure applicant additional required documentation is imaged upon receipt.
7. File and/or image additional documents as needed and/or requested.
8. Assist with the transition from paper document storage to electronic storage.
9. Provide assistance and training in the use of respective system/process (imaging, file room, microfilm, etc.) for the retrieval of current/former employee files.
10. Work closely with Records Supervisor to manage paper and electronic documents.
11. Assist with training of new employee records staff.
12. Assist with maintaining and/or update detailed databases used for tracking files forwarded to central archive and microfilming.
13. Maintain confidentiality on information and files.
14. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

PC Computers, printer, scanner, fax machine, copier, and calculator

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: _____

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