

## **JOB OPENING NOTICE**

JOB OPENING: Frio County is accepting applications for a temporary part-time Records Management Clerk. Applications can be found on the Frio County website at <http://www.co.frio.tx.us/page/frio.Jobs.Openings> and must be submitted to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. Frio County is an “at will” and an equal opportunity employer.



# Frio County Job Announcement

## Temporary Part Time Records Management Clerk

Location: Frio County Courthouse

Department: County Clerk

Job Type: Temporary Part-Time/Non-Exempt

Pay Rate: \$15.00/HR

Frio County Job Notices and the Employment Application are available online at <http://www.co.frio.tx.us/page/frio.Jobs.Openings>. Applications must be submitted prior to the deadline indicated in the job posting. Submit all applications to the Human Resource Office at the Frio County Courthouse located at 500 East San Antonio Street, Pearsall, Texas 78061. Frio County is an "at will" and an equal opportunity employer.

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### **GENERAL SUMMARY:**

Performs various duties for the County Clerk's Office including ensuring office procedures and policies are being followed, updating record inventory locations and lists, insuring TSLAC destruction schedules are being followed and assigning duties when needed

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Inventory County Clerk records in accordance with the records management program and TSLAC schedules.
- Dispose of records according to approved TSLAC retention periods after receiving authorization from the County Clerk.
- Transfer inactive County Clerk records to the off-site storage facilities.
- Maintain a control file of all County Clerk retention schedules, destruction authorizations and records of transmittal.
- Ensure all court, real property and vital records are scanned into the proper database for retention purposes before destruction.
- Performs other related work as required.

### **MINIMUM QUALIFICATIONS:**

## **Education and Experience**

High School diploma or equivalent, with 3 to 5 years' experience required. Combination of education and experience sufficient to successfully perform the essential functions listed above can be substituted.

## **KNOWLEDGE, SKILLS, and ABILITIES:**

- Thorough knowledge of the organization and functions of the County Clerk's Office and the County court system.
- Considerable knowledge of federal, state and county laws and policies and able to understand and apply as required.
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- Considerable knowledge of the principles of supervision, organization and administration.
- General knowledge of the standard accepted practices and principles of bookkeeping and accounting.
- Verify and maintain accuracy of detailed data and information, detect data errors.
- Meet schedules and deadlines of the work unit
- Maintain well-organized materials, files, systems and tools.
- Adapt to changes in work situations and priorities.
- Reason/analyze; use logic to identify and resolve problems.
- Evaluate, organize, and summarize data and information.
- Exercise good judgment and focus on detail as required by the job.
- Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone.
- Use (or learn to use) computer software and systems applicable to the position.
- Follow oral and written instructions and procedures.
- Collect, organize, and interpret data and prepare accurate records.
- Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments.
- Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

## **WORKING CONDITIONS:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position typically requires fingering, talking, hearing, seeing, grasping, standing, walking,

repetitive motions, stooping, kneeling, crouching and reaching.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Light Work:** Performing the essential functions typically requires exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly.