



Nacogdoches County Records Management Clerk Job Posting

JOB SUMMARY:

Under the guidance of the Records Management Director, this position will be responsible for the following:

Applying management techniques to create, use, maintain, retain, preserve, and destroy records for the purposes of reducing costs, improving efficiency, and staying compliant with all State laws, in addition to overseeing the long term preservation of any permanent or historical records.

Developing and/or adopting records retention schedules, develop and recommend County policies and emergency plans regarding records, and preparing records management guidelines for employees.

Contacting the Texas State Library and Archives Commission or the Attorney General's Office for guidance about records or situations related to records management that may be unique to Nacogdoches County.

Moving records into storage, later retrieving records from storage as requested by County Department Heads and Elected Officials as needed, or for the purposes of filling Open Records requests, and then re-filing those records back into storage once they are no longer needed.

Meeting with department heads, employees, and participating elected officials and staff to train or update them on records management practices to achieve uniformity and standardization across the County.

Exploration and recommend implementation of organizational software and/or systems allowing for: labeling or coding of records, tracking of records removed from storage, applying security access permission controls to sensitive records, allowing metadata such as creation and destruction dates to be applied to records, allowing tagging and other options to be applied to records for searching records databases, and the ability to create weekly printouts reflecting physical and digital records which have met their retention lengths and reports to then record their destruction dates. Make sure documents are scanned and shredded according to retention guidelines.

EDUCATION AND EXPERIENCE:

College degree preferred and/or combination of strong knowledge and experience related to specified field.

Nacogdoches County is now accepting applications for a Records Management Clerk
Application deadline: October 15, 2014

Salary: \$24,678.40 to \$26,159.10

Applicants may apply in person at the Commissioners Court Office
Nacogdoches County Courthouse
101 W. Main, Ste. 170, Nacogdoches, Texas 75961

Nacogdoches County is an Equal Opportunity Employer.