

# South Texas College

## Job Announcement 2019-5043

**Title: Records Technician (Part-time Temporary)**

**Department: Human Resources**

**Reports to: Business Systems Analyst**

**Campus: Pecan Plaza**

**Pay Grade: Part-time**

**Salary Range: Minimum \$8.00/Hour**

**FLSA Status: Non-Exempt/Hourly**

### **General Statement of Job**

The Human Resources Records Technician is responsible for the preparation for scanning, imaging and maintenance of personnel records.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Maintains files of specified and confidential materials.
2. Assists with prepping scanning and imaging of personnel records in the document management system.
3. Assists with the records retention and destruction schedule as approved by the Director of Human Resources.
4. Images and maintains inventory of documents for the department.
5. Collaborates with office staff to ensure proper intake and organization of all documents.
6. Assists staff with requests to retrieve documents upon approval by the Director of Human Resources.
7. Assists with the importation of documents from other applications.
8. Assists with compliance of the records retention schedule.
9. Assists with updating and implementing document management procedures including maintenance, retention and destruction.
10. Assists in preparation of confidential correspondence, reports, and other complex documents.
11. Assists the personnel of the Office of Human Resources, as needed.
12. Performs other duties as assigned.

### **Required Education and Experience**

1. College Certificate, a minimum of 30 college hours, or eight (8) years of relevant experience required.
2. At least six (6) months of experience in organizing, filing, and maintaining filing systems preferred.
3. Experience with electronic document management systems, preferred.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written and interpersonal communication skills.

2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
4. Ability to work independently as well as a team player within department and with others.
5. Ability to work evenings and/or weekends as needed.
6. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
7. Demonstrated commitment to achieving the vision and mission of South Texas College.
8. Ability to read and comprehend simple instructions, short correspondence, and memos.
9. Ability to write simple correspondence.
10. Ability to effectively present information in one-on-one and small group situations to management and other employees of the organization.
11. Ability to apply practical understanding to carry out instructions furnished in written, oral, or diagram form.
12. Ability to deal with problems involving several concrete variables in standardized situations.

### **Checks, Certificates, Licenses, and Registrations**

1. All applicants are subject to a national criminal background check under South Texas College policy.
2. Security Sensitive position: In addition, subject to federal background check.

### **Physical Requirements**

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Extending hand(s) and arm(s) in any direction.
7. Substantial movements (motions) of the wrist, hands, and/or fingers.
8. Perceiving the nature of sounds at normal speaking levels with or without correction.
9. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
10. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
11. Ability to make rational decisions through sound logic and deductive processes.
12. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.

13. Standing particularly for sustained periods of time.
14. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
15. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
16. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities perform the essential functions of this job.

**HOW TO APPLY:** Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

**SOUTH TEXAS COLLEGE  
OFFICE OF HUMAN RESOURCES  
2501 W. Pecan Blvd.  
McAllen, TX 78501**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.