



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Employment Announcement

Records Management Coordinator in the Financial Administration Staff Services Division

Job Posting Number: 18-029	State Classification: Archivist II/7407
Division: Financial Administration	State Pay Grade: B16
Department: Staff Services	Posting Date: November 1, 2017
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$3,542-\$3,792 / mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

Performs advanced archival work coordinating the Department's records management program. Work involves examining Department records (hard copy and electronic); recommending disposal and destruction of records; analyzing and arranging records, archives, and manuscripts; preparing inventories, indexes, guides, and other aids to facilitate access to information; recommending and implementing new procedures to accommodate need.

SPECIFIC JOB FUNCTIONS

- Appraises records of the Department and recommends appropriate disposition by coordinating with Divisions on the inventory of all active records (hard copy and electronic).
- Assists in locating records relevant to research needs, and answers reference questions.
- May consult with the Texas State Library and Archives Commission (TSLAC) and other government offices on archival or records management procedures; may recommend new procedures.
- Coordinates the development and maintenance of the Department's Records Retention Schedule with all Divisions.
- Prepares all required documentation for the offsite storage of inactive records, to include ensuring the inventory of each records box is complete, records and retention period are properly identified, records are boxed according to records series, data entry of inventory into the computer, and distribution of copies of the approved "Transmittal of State Records" form and corresponding inventory to appropriate sections.



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

- Arranges records retrieval from the State Records Center, maintains internal tracking of records pulled from storage, and ensures records are properly returned to storage.
- Coordinates the archival of Department publications with the TSLAC.
- Performs periodic review of Department records to ensure records are not improperly stored and are being maintained according to the Records Retention Schedule.
- Maintains documentation and inventory of all disposed records as well as identifies and performs inventory of all inactive records stored offsite.
- Provides technical assistance and training to staff for records management.
- Assists in all Staff Services areas including Copy Center, Mail Room, Inventory, and Safety Coordination.
- Complies with all applicable safety rules, regulations and standards.
- Adheres to all Department policies and procedures.
- Responsible for becoming fully knowledgeable of the Department's Enterprise Risk Management Program and its affect in the Staff Services section, including performing risk assessments of the sections high impact processes and indentifying and communicating controls to mitigate unacceptable risks.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from a standard senior high school or equivalent.
- Should have experience in administrative procedures and training in records processing and maintenance.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Ability to interpret Department rules, regulations, policies, and procedures; and to communicate effectively both orally and written.
- Working knowledge of state required records management systems including Records Retention Schedules, professional archival methods, and practices and procedures needed.
- Working knowledge of Microsoft Word and Excel for Windows is necessary.
- Experience with TexLinx (InfoLinx) preferred.

PHYSICAL REQUIREMENTS:

- Should be able to lift and stack boxes of records up to 30 lbs.

OTHER:

Military Crosswalk information can be accessed at: [Military Crosswalk](#)



Texas Department of Housing & Community Affairs
221 E. 11th Street, Suite 106
Austin, TX 78701
(512) 475-3800
Internet: www.tdhca.state.tx.us

Must be willing to work in a non-smoking environment and adhere to all applicable Department policies and procedures. Must be willing to work overtime if necessary which may include nights and weekends. Must attend work regularly and adhere to approved work.

TO APPLY

To apply for an opening with TDHCA, you must complete the State of Texas Application for Employment electronically at www.WorkInTexas.com.

The State of Texas Application for Employment and other qualifying documentations must be submitted no later than 5:00 pm on the closing date of the job vacancy notice. For vacancies that are posted "open until filled" it is recommended that applications be submitted as soon as possible. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

It is important that your application show all the relevant education and experience you possess. Please include all information requested, e.g. education, experience, previous compensation, reasons for leaving, and other information - do not leave any field blank. Applications may be rejected if incomplete.

Resumes will not be accepted in lieu of your online application.

ADDITIONAL INFORMATION

- Official transcripts or other minimum requirement validations will be requested of final applicants.
- A signed application will be required prior to employment.
- Criminal history checks will be conducted before an offer of employment is extended.
- Only applicants who are interviewed will receive written notification of posting results.

Thank you for considering employment at the Texas Department of Housing and Community Affairs. We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA) and encourage opportunities to hire Veterans, Reservists and Guardsmen.

Males born on or after January 1, 1960, between the ages of 18-26, will be required to present proof of Selective Service System registration on the first day of employment or proof of exemption from Selective Service registration requirement.

The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. Failure to provide this information within the required timeframe will result in the offer being rescinded.

The Texas Department of Housing and Community Affairs is an Equal Employment Opportunity employer.