



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 Coordinator in the Manufactured Housing Document Control Division

Job Posting Number: 18-041	State Classification: Administrative Assistant III/0154
Division: Document Control	State Pay Grade: A13
Department: Manufactured Housing	Posting Date: April 18, 2018
Established Work Hours: 8:00 A.M. – 5:00 P.M.	Application Deadline: Open Until Closed By Division
Starting Salary: \$2,453.25/ mo.	Duration: Full Time
Number of Openings: 1	Location: Austin, Texas

GENERAL DESCRIPTION

The Records Coordinator is selected by and responsible to the Document Control Manager. Performs independent, responsible, records management functions for the Document Control Section of the Manufactured Housing Division. Ensures compliance with the agency records retention schedule for the division. Accounts for a high volume of records and prepares various types of documents for scanning, storage, or disposition, with an emphasis on quality assurance. Reviews files to ensure that all Statements of Ownership issued are in compliance with established procedures. Responsible for documenting and providing statistical records management data on a daily and monthly basis and may assist with mail handling or data entry needed. Work is performed within established policies, goals and guidelines with moderate latitude for exercising initiative and independent judgment. The Records Coordinator will perform other duties as assigned and required to maintain the Document Control Section operations.

SPECIFIC JOB FUNCTIONS

- Arranges and prepares a high volume of division records for scanning, ensuring that all certificate numbers are accounted for.
- Provides professional research and reference services, generally within three working days of request receipt, and may determine responsibility for errors or make recommendations for correction.
- Scans files and maintains them on the network drive in a well-organized manner.
- Responsible for quality control of records scanned in-house or by a contracted scanning company.



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- Reviews files and data processed by other staff for quality, identifying errors and returning them for correction, with the goal of an error-free product.
- Works with the TDHCA Records Management Coordinator to ensure appropriate disposition of records and files in compliance with the records retention schedule.
- May assist with developing training materials, training others, and supervising temporary employees.
- Maintains statistical data and keeps the supervisor informed of on-going activities, errors detected when filing, as well as critical matters affecting the operations and well being of the section.
- Meets section plans, goals and objectives as agreed and set by management.
- Represents the section in such a way as to instill public confidence and trust.
- Responsible for becoming fully knowledgeable of the Department's Fraud, Waste and Abuse Prevention and Detection Program and its effect on their individual program area, including performing risk assessment of their program area's significant business processes and identifying and communication control processes and steps to mitigate unacceptable risks.
- May assist other sections with handling mail, processing applications, or data entry, and performs related work as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from a standard high school or equivalent.
- Experience in records management, filing, and/or document inventory.

OTHER FACTORS

Knowledge, Skills, and Abilities:

- Working knowledge of a Windows environment.
- Knowledge of the division's administrative rules, policies, and procedures.
- Ability to interpret and explain Department policies and procedures and train others.
- Ability to establish and maintain effective working relationships.
- Ability to train and supervise the work of others.
- Ability to research paper files and electronic records.
- Skill in alphanumeric filing of documents.
- Knowledge of electronic records management procedures.

PHYSICAL REQUIREMENTS:

- Ability to lift boxes weighing approximately 20-25 pounds.
- Ability to sit or stand for long periods of time.



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OTHER:

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

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.