

Mabank ISD

Job Title: Human Resource Records Clerk

Exemption Status/Test: Nonexempt

Reports to: Director of Human Resources

Date Revised: 01/12/2022

Dept./School: Human Resources

Primary Purpose:

Receives, processes, and maintains files and records for applicants and employees of the district.
Monitors access to human resource (HR) records and maintains proper security and confidentiality.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficiency in keyboarding and file maintenance
Ability to use software to develop spreadsheets, databases, and do word processing
Ability to perform basis math
Ability to read, speak and understand English
Excellent organizational skills
Effective communication and interpersonal skills

Experience:

3 years of clerical and file maintenance experience

Major Responsibilities and Duties:

File Management

1. Maintain files for all employees and applicants, including receiving and routing of changes (e.g., name, address changes).
2. Receive and process applications, including verifying completeness of files.
3. Process requests for official district records, including maintaining log of records requests, retrieving documents, copying, and mailing records.
4. Enter and update employee information in central database.
5. Respond to requests for verification of employment.
6. Prepare and maintain employee service records.
7. Administer the records storage and destruction process of personnel records following established records retention schedule and requirements of the Texas State Library and Archives Commission. Assist with the purging of records and coordinate imaging of inactive HR records.

Reports and Correspondence

- 8. Prepare and distribute or post job vacancy announcements and advertisements.
- 9. Prepare correspondence, forms, and reports according to district standards and requirements.

Other

- 10. Other duties as assigned.
- 11. Maintain confidentiality.
- 12. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; imaging equipment

Posture: Frequent walking, standing, bending/stooping, and reaching. Occasional pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____