

The American Rescue Plan funds to assist in the efforts to address and overcome the backlog of records during the 2020 pandemic (COVID-19), the Willacy County Attorney's Office will be accepting applications for Records Retention Specialist, Temporary Position.

General Description, Essential Duties, and Responsibilities:

- Create a records system, electronic and print, to organize, catalogue, and archive records pertaining to county business
- Assist in determining documents management policies
- Create an electronic and print filing records system to log, organize, and manage files for the County through the County Attorney's Office with particular detail to the backlog of files related or due to the COVID pandemic.
- Maintains confidentiality and security of records and information.
- Works closely with county, state, and federal law enforcement agencies and others to share and transfer information and to assist in clearing cases at intake.
- Ability to establish and maintain effective working relationships with attorneys, county employees, and others contacted in the course of work.
- Identifies and logs incoming correspondence, faxes, and/or emails regarding open records and public information requests.
- Performs other duties as assigned and related to these duties and responsibilities.

Education and/or Experience Required:

- Must have at least a high school degree
- Minimum two years' experience in a professional setting
- Preferred experience in the legal profession
- Must be organized and detail oriented
- Able to work in a fast paced environment.
- Must be highly self-motivated with a friendly disposition.

Benefits:

Willacy County offers a competitive benefits program, including comprehensive group health and related benefit retirement plan.

Hours:

Monday through Friday 8:00 a.m. to 5:00 p.m. Hours may vary based on the business needs of the department.

Base Salary:

up to \$36,000 per year for up to 12 months

If you wish to apply for an Records Retention Specialist, please send a resume, transcript(s), or certificate and completed application by email to annette.hinojosa@co.willacy.tx.us
All applications will be accepted until the position is filled.

Willacy County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.