

# Department Records Administrator



Dear Applicant,

Thank you for your interest in being a Records Administrator with Bexar County ESD # 10.

**We are in the process of hiring 1 full-time records administrator, the application deadline is 10/12/18 by 5 pm.** Applicants who meet the required qualifications set forth will be contacted for an interview.

Sincerely,

Robert Hogan  
Fire Chief

## **GENERAL INFORMATION**

This is a full-time, non-exempt, non-supervisory position reporting to, and at the direction of, the Fire Chief. The individual in this position will act as a confidential assistant to the Fire Chief. Individuals assigned to this position are expected to: show professional conduct, be attentive to detail, demonstrate a high degree of accuracy, handle work flow consistently and efficiently, meet deadlines, follow through, keep work organized and easily accessible, think independently and problem solve, work with employees at all levels of the organization in dealing with records, be discrete and confidential in handling job responsibilities.

## **REASONS FOR REJECTION**

The following are some areas or activities that may cause an application to be denied.

- 1) The applicant has a recent history of excessive use of alcohol, or use of narcotics or other drugs that may affect job performance.
- 2) The applicant has a history of convictions or a record of conviction for any crime involving moral turpitude.
- 3) The applicant has a record of unsatisfactory employment.
- 4) The applicant has made false statements of any material fact or has practiced or attempted to practice deception or fraud in the application.
- 5) The applicant has used political pressure or bribery to secure an advantage in employment.
- 6) The applicant advocates or knowingly belongs to any organization, which advocates the overthrow of the U.S. Government by force or violence.
- 7) The applicant fails to meet minimum expectations set forth by the department.

**Bexar County ESD # 10 is an Equal Opportunity Employer.**



## Bexar County ESD #10

<b>Job Title:</b>	<b>Department Records Administrator</b>	<b>Job Category:</b>	Administration
<b>Department/Group:</b>	Bexar County ESD # 10	<b>Job Code/ Req#:</b>	
<b>Location:</b>	6658 E. Houston Street San Antonio Tx 78220	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$12.50 per hour	<b>Position Type:</b>	1 full-time
<b>Contact:</b>	Robert Hogan	<b>Date posted:</b>	10/1/2018
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	10/12/2018
<b>3</b>			
<b>FAX OR E-MAIL:</b> (210) 661-3144 or <a href="mailto:rhogan@bcesd10.org">rhogan@bcesd10.org</a>		<b>MAIL:</b> Robert Hogan Bexar County ESD # 10 6658 E. Houston Street San Antonio Tx. 78220	
<b>Job Description</b>			

## Job Description

**ESSENTIAL DUTIES AND RESPONSIBILITIES** The essential duties and responsibilities may include, but are not limited to, the following.

### Core Administrative Support Duties

- Prepare confidential correspondence, comprehensive reports, surveys and memorandums;
- Responsible for compiling, summarizing and reporting findings which may include providing recommendations.
- May assist with miscellaneous desktop publishing and computer-generated audio/visual production.
- Provide primary administrative support for an assigned division.
- Receive incoming telephone calls for employees and the public using professional and courteous phone etiquette and with sensitivity to the diversity of a multi-cultural audience.
- Respond to and answer questions and requests within the realm of authority and forward calls to appropriate personnel.
- Maintain accurate, complete, and easily accessible paper and electronic records and filing systems, including confidential documents.
- Ensure that the integrity of the information is maintained.
- Participate in the Strategic Plan process establishing and tracking annual goals and objectives.
- Know and interpret the formal and informal departmental goals, standards, policies and procedures, safety rules, and administrative and financial procedural manuals for the area of assignment.
- As an employee of an emergency response organization, may be required to report to work in times of disaster.
- May be required to work outside of job description during times of disaster. May be required to work some evenings and/or weekends.
- Miscellaneous other administrative duties as assigned.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty thoroughly and acceptably. Reasonable accommodations may be made to enable individuals with limited disabilities; however, accommodations may not be available for the essential functions listed above due to bona fide occupational requirements. Individuals must satisfactorily complete a criminal history background check. The requirements listed in this job description are representative of the knowledge, skills and/or abilities required. The employee will strive at all times to excel in the following competencies necessary to accomplish the core and division duties listed:

#### **Knowledge**

- Must be proficient in: Modern office systems and technology including personal computers and related software (at a minimum MS Word, Excel, Outlook and similar programs) and common office equipment.
- Standard office equipment, i.e., photocopier, 10-key machine, typewriter, dictation equipment, facsimile machine and electronic postage machine.
- Advanced principles and procedures of record keeping and filing to include both hard copy and electronic.
- Customer service and team building techniques.

**Skills and Abilities**

Must demonstrate the following skills and abilities:

- Ability to read, write, speak and communicate using the English language.
- Ability to maintain a high level of accuracy and confidentiality concerning financial and personnel matters.
- Ability to effectively handle confidential, difficult and sensitive issues by using tact, diplomacy, and an understanding of the organizational culture, climate and/or politics.
- Excellent interpersonal skills including the ability to build and maintain effective team relationships with employees, public officials and the public.
- Consistently respect the individual values of all departmental employees and members of the community.
- Very effective organizational skills.

**Personal Attributes**

Must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful, professional and courteous
- Possess cultural awareness and sensitivity
- Be flexible
- Possess sound work ethics

**Education and/or Experience**

- A High School Diploma or General Education Degree (GED) equivalent.
- Strong experience in TCFP reporting requirements.

**Work Environment**

- Work is normally performed indoors in an office environment.
- Emotionally demanding, stressful environment.
- The noise level is usually quiet.

**Physical Demands**

The physical demands described are representative of those that must be met to successfully perform the essential functions of this position:

- Regularly required to sit for long periods of time, use hands and fingers to handle or feel objects, tools, or controls, reach with hands and arms, ability to speak and hear, and frequently required to stand, walk, stoop, and kneel.
- Regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.



# Bexar County Emergency Services District No. 10 Employment Application

An Equal Opportunity Employer

## Important Instructions for completing the application:

- Please TYPE or PRINT in INK
- Applications are accepted only for job titles for which recruitment is currently being conducted.
- All information requested must be completed on the application. Incomplete or illegible applications will not be processed.
- This application form and its attachments are official property of the Bexar County Emergency Services District No. 10 and will not be returned, reused or copied for you after being submitted. You should retain a copy of this application for future use or reference.
- Excessive or nonessential attachments will not be referred to the hiring department. Only information necessary to complete the application should be attached. Examples of work, awards, letters, etc., may be taken to interview.
- If more space is needed to give full answers or explanations, attach additional sheets referencing the item number, your name, social security number and job title applied for. Staple attachments to the application.
- Only United States citizens or individuals who are legally entitled to work in the United States are eligible for employment.
- The Bexar County Emergency Services District No. 10 affords equal employment opportunity to all individuals regardless of race, color, national origin, sex, religion, age, qualified disability status or veteran status.
- If you require an accommodation during the application/interview process, please call 210-661-3144.
- Reimbursement for travel expenditures during a testing or interview process is not available.
- Please make sure you meet the minimum qualifications and the application deadline.
- Applications must be submitted by mail or Email to our office.

## Section A: Answer all questions.

<b>1. Official Job and Title</b>		<b>2. Date of Application</b>	
<b>3. Social Security #</b>		<b>4. Date of Birth</b>	
<b>5. Last Name</b>	<b>6. First Name</b>		<b>7. Middle Name</b>
<b>8. Mailing Address</b>	<b>9. City</b>	<b>10. State</b>	<b>11. Zip</b>

<b>12. Cell Phone #</b>	<b>13. Home Phone #</b>	<b>14. Email Address</b>
<b>15. Driver's License #</b>	<b>16. State Issuing License</b>	<b>17. Class or Type of License</b>
<b>18. Can you, upon employment, submit documentation verifying your identity and your legal right to work in the United States?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>19. Check the schedules you are willing to work:</b>		
<input type="checkbox"/> Other than 9AM-6PM <input type="checkbox"/> Weekends/Holidays <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
<b>20. Are you presently employed? If yes, specify where</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify:	
<b>21. Have you ever been terminated or asked to resign from a previous employer?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>22. Are you over the age of 18? If yes, can you provide proof of your eligibility to work?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>23. If you are related to any BCESD 10 employees? If yes, specify names, relationship and department:</b>		
<b>24. Are you able to perform all the essential functions of the job for which you are applying, with or without, reasonable accommodation?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>25. If you have been employed or attended school under other names, list names and dates of use:</b>		
<b>26. Dates of Military Service</b>	<b>Branch of Service</b>	
From:                      To:		
<b>Section B: Answer all questions.</b>		
<b>27. Have you ever been convicted of a crime (misdemeanor, felony, or military court martial)?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>28. Have you ever been placed on probation?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>29. Have you ever been placed on deferred adjudication?</b>		

Yes  No

**30. Are there criminal charges currently pending against you?**

Yes  No

**31. For any yes answer to questions 25-29, list type or offense, location and fine or sentenced received. Convictions do NOT necessarily disqualify an applicant from employment consideration.**

**Section C: Education, Certification, Licenses & Additional Skills**

**Do you have a High School Diploma or GED?**

Yes  No

**Check highest level of completion:**

Some HS  HS/GED  Some College  Associate

Bachelor  Master  Doctoral

College or University Name	From	To	Major	Degree earned	Sem. Hours
1.					
2.					
3.					

License or Certifications	Date Earned	Expiration Date
1.		
2.		
3.		
4.		
5.		

**In what language(s) other than English are you proficient?**

1.  Speak  Read  Write

2.  Speak  Read  Write

**Additional Skills: List equipment, software, specialized systems or other skills that are related to the job for which you are applying.**



**Drug Free Work Environment:** Bexar County ESD #10 is committed to providing a safe, efficient, drug-free work environment for all employees. In keeping with this commitment, finalists for all job openings will be required to provide body fluids (blood or urine) to determine the use of alcohol, illegal or controlled substances. Failure of the drug/alcohol screen will result in denial of employment.

**Falsification of Information:** I hereby certify that all statements made on this application and attachments are true and correct to the best of my knowledge and belief. I understand that any false statement, misrepresentation or omission made by me on this application or subsequent interview(s) could cause me to be ineligible for employment or terminated from employment. Further I understand that I am required to abide by all rules and regulations of Bexar County ESD #10.

**Verification of Information:** I authorize Bexar County ESD #10 and its agents to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested by Bexar County ESD #10. I understand that employment processing may include a criminal background check, drug screening and/or review of the driving record. I hereby release Bexar County ESD #10 and its agents from all liability in making any investigation and inquiry relative to information contained in the application form.

I understand that nothing in this application or in any prior or subsequent written or oral statement creates a contract of employment or any rights in the nature of a contract. I agree to submit to medical examination and drug screening, if required.

Bexar County ESD #10 participates in all State and Federal law, requiring all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Bexar County ESD #10 will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

I understand that, if accepted, this application does not constitute a contract of employment for any specific period of time. I further understand that all employment is at will and may be terminated by notification from either party at any time, with or without cause, and without prior notice.

I have read and agree to the above statements

**Signature:**

**Date:**

**Administration**