



## HAYS COUNTY JOB POSTING

<b>Job Title</b>	Records Management Intern – Criminal District Attorney	<b>Job Number</b>	612-CDAINTErn-083021
<b>Department Head</b>	Records Management Officer	<b>Date Open</b>	August 30, 2021
<b>Salary Range Minimum</b>	Unpaid	<b>Application Deadline</b>	Until Filled

**THIS IS A PART-TIME; TEMPORARY INTERNSHIP POSITION - HOURS TO BE DETERMINED**

In order to be considered for an internship with Hays County, submit the following documents:

- Hays County Internship Application
- Cover Letter
- Resume

Find Hays County Internship Application at:

- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

### Education and/or Experience

- College coursework, particularly in a related field.
- Experience in secretarial, office/clerical or records management-related work preferred.
- Experience with personal computers preferred.

### Other Qualifications, Certificates, Licenses, Registrations

- None required.

### Required Skills

- Assist with analyzing the performance of various aspects of the operation of the department, including evaluation and assessment of procedures related to the management of records.
- Performs a variety of administrative staff duties related to areas such as administrative policies, processes, procedures, systems, methods, reports, surveys, and forms, while learning the mission, structure, and operations associated with the assigned department.
- Re-shelves files and organizes file room space.
- Effectively utilizes the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects.
- Compiles lists of quantity and category of records maintained by departments.
- Conducts research on the use of the records maintained by departments and their value, and retention.
- Assists with various projects and initiatives.
- Assists with the tracking and reporting of the various performance metrics assigned to the intern and other staff.
- Adheres to workflow processes.
- Interacts daily with staff from various departments.
- Assists during countywide shred days.
- Operates office machines including computer, printer, photocopier and scanning equipment to enter and retrieve information.
- Assures the services delivered meet quality and timeliness standards.
- Performs other duties as assigned.

### Summary

The Records Management Intern shall assist the Criminal District Attorney and Records Management Officer in completing projects for various departments in the County. Under general supervision, the intern is responsible for completing projects, conducting research and compiling data necessary for various projects associated with Records Management for Hays County. The intern will perform a variety of administrative duties, gradually increasing in level of difficulty and responsibility as the intern receives on-the-job training. The intern will gain knowledge in the management of county government records.

**Individuals in this position serve at the pleasure of the current elected official.**

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**