

## Records Technician

HCV/Non-Exempt



This position is responsible for maintaining client files and records. This position ensures the efficient processing and distribution of incoming mail and documents and assures the integrity of the file system.

### PRIMARY RESPONSIBILITIES

- Maintain/retrieve files for case managers as requested
- Ensure that documents are properly date stamped and filed
- Ensure that returned files are properly stored
- Purge files according to HCHA's retention policy
- Maintain file room and storage room in a neat and organized fashion
- Monitor and order office supplies
- Create and properly label new files
- Sort and distribute mail and faxes
- Manage paperless distribution of documents and files
- Evaluate current system for completeness, efficiency and usefulness by taking inventories and reviewing retrieval needs
- Assist other departments as needed

### QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree preferred but not required
- Sufficient experience to understand the procedures and expectations of an office environment
- Proficiency with Microsoft Word, Excel and Outlook experience preferred
- Excellent written and oral communication skills
- Excellent organizational and typing skills
- Ability to lift files and office supplies weighing 10-20 pounds
- The ability to speak Spanish is preferred but not required
- Willingness to creatively and collaboratively solve issues as they arise
- Flexibility to perform duties outside of your formal job description
- Commitment to help HCHA be the most efficient and compassionate service agency possible
- Desire to do excellent work

### WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- The employee's job is intermittently sedentary, but requires mobility to climb ladders and lift 10-20 pounds.
- The employee will experience some repetitive motion of the hand/wrist when using a computer.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation, and communicate with authority personnel and contacts on the telephone or in person on a regular basis.
- Work involves the normal risks or discomforts associated with an office environment.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact [hr@hchatexas.org](mailto:hr@hchatexas.org).