CENTRAL APPRAISAL DISTRICT
OF JOHNSON COUNTY
Fair • Accurate • Accountable

JOB DESCRIPTION

109 North Main Street, Cleburne, TX 76033

Position Information

Job Title	***Records Clerk***	**Job Code**	***For HR use only***
Department	***Records & GIS***	**FLSA Status**	***Non - Exempt***
Reports To	***Records & GIS Manager***	**EEO Category**	***For HR use only***
Incumbent	***Vacant***	**Effective Date**	
Work Location	***Central Appraisal District of Johnson County***	**Revision Date**	***10/06/2026***

POSITION SUMMARY

The Records & Information Specialist is responsible for maintaining accurate, organized, and accessible District records in accordance with established records management procedures and applicable regulatory requirements. The position coordinates public information requests, records retention activities, statutory notices, and required documentation to support District operations and compliance. Maintains electronic records, document management systems, and related administrative processes to ensure information is properly recorded, updated, and preserved. Collaborates with District departments and external parties to facilitate timely information requests, maintain data integrity, and support efficient records management practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

No.	Essential duty or responsibility	% Time
1	***Receives, logs, tracks, researches, coordinates, and fulfills public information and records requests in accordance with applicable law, District procedures, and established deadlines; identifies responsive records, coordinates record collection with District departments, communicates with requestors, and maintains documentation of requests and responses.***	25%
2	***Maintains the District's records-management program, including organization, storage, retrieval, retention, disposition, and protection of electronic and physical records; applies approved retention schedules, assists with records inventories, documents authorized disposition, and helps ensure records are maintained in a consistent and retrievable manner.***	20%
3	***Prepares, verifies, submits, distributes, and tracks assigned reports, filings, records, and supporting documentation required by the District, governmental entities, taxing jurisdictions, or other authorized recipients; monitors due dates and maintains documentation of submission and completion.***	15%
4	***Monitors assigned statutory and District public-notice requirements; prepares or coordinates required notices, verifies publication or posting, maintains supporting documentation, and tracks completion in accordance with established procedures and deadlines.***	10%
5	***Maintains and supports electronic records and document-management processes, including SharePoint libraries, folder structures, naming conventions, metadata, document indexing, access organization, and records-related automated workflows; assists with development and maintenance of SharePoint and Power Automate solutions under the direction of management.***	10%
6	***Performs records quality-control and document-control activities, including reviewing records for completeness, proper naming, filing location, retention classification, version control, confidentiality, and required supporting documentation; researches discrepancies and coordinates corrections with the responsible department.***	10%

No.	Essential duty or responsibility	% Time
7	*Assists with special records projects, file-server and electronic-record organization, conversion of paper records to electronic format, records cleanup and migration, litigation or preservation holds when directed, and other projects involving retention, accessibility, or preservation of District information.*	5%
8	*Performs other related duties as assigned, including participation in cross-training activities and providing operational support to other departments as needed to maintain continuity of District operations.*	5%
	TOTAL	100%

Qualifications and Work Requirements

MINIMUM QUALIFICATIONS

High school diploma or equivalent and a minimum of one (1) year of experience involving records management, public information, document control, administrative support, local government, legal records, property records, data entry, or a related field; or an equivalent combination of education, training, and experience.

PREFERRED QUALIFICATIONS

Two (2) years of experience in local government, an appraisal district, tax office, legal office, records office, or similar environment involving public records, document management, statutory deadlines, records retention, or administrative reporting. Experience with Microsoft 365, SharePoint, Power Automate, public information requests, electronic records systems, and governmental records-retention practices is preferred. Equivalent combinations of relevant education, training, and experience may be considered.

KNOWLEDGE SKILLS AND ABILITIES

- *Knowledge of records-management principles, records-retention schedules, document control, electronic and physical filing practices, and records disposition.*
- *Working knowledge of the Texas Public Information Act and the ability to learn and apply District procedures governing public information requests, confidential information, and records release.*
- *Ability to receive, log, track, coordinate, and document public information and records requests and monitor applicable response deadlines.*
- *Ability to identify, organize, retrieve, and maintain responsive records from multiple departments, systems, and record types.*
- *Ability to recognize records that may contain confidential, restricted, or sensitive information and route them for appropriate review before release or disclosure.*
- *Ability to prepare, verify, track, and maintain reports, filings, notices, and supporting documentation accurately and within established deadlines.*
- *Ability to apply records-retention schedules and maintain documentation supporting records storage, retention, disposition, and destruction.*
- *Proficiency with Microsoft 365, SharePoint, document-management systems, spreadsheets, word processing, electronic filing systems, and standard office equipment.*
- *Working knowledge of Power Automate or similar workflow-automation tools, or the ability to develop that knowledge through training.*
- *Ability to maintain folder structures, naming conventions, metadata, version control, and other records-organization standards.*
- *Ability to perform detailed records quality-control review, identify missing or inconsistent documentation, research causes, and coordinate corrections.*
- *Ability to interpret policies, procedures, retention requirements, public records, and basic legal or regulatory*

documents.

- ***Strong organizational, written, verbal, research, analytical, customer-service, and problem-solving skills.***
- ***Ability to manage multiple requests, projects, and deadlines while maintaining accuracy and appropriate documentation.***
- ***Ability to maintain confidentiality, professionalism, impartiality, sound judgment, and appropriate handling of sensitive District information.***
- ***Regular and reliable attendance is an essential requirement of the position.***

WORKING CONDITIONS

Work is performed primarily in a professional appraisal district office and is generally seated or desk based, with frequent computer, document-review, records-research, scanning, filing, and data-entry work. The position may require periods of standing, walking, bending, reaching, handling records or file materials, and lifting or carrying materials weighing up to 25 pounds. Limited travel may be required for training, professional development, conferences, records storage, or other District business. Work volume and scheduling requirements may increase during public information deadlines, statutory reporting periods, records-retention projects, major records migrations, system implementations, or other periods of increased District activity.

ADDITIONAL INFORMATION

Employment may be contingent upon successful completion of the district's required background check and drug screening. Employees must complete the applicable 90-day introductory period and comply with all District policies, procedures, and standards of conduct.

APPROVAL AND ACKNOWLEDGMENT

This description summarizes the position's essential functions and is not an exhaustive list of every duty. Reasonable accommodation may be provided for qualified individuals in accordance with applicable law. Signatures acknowledge receipt and review; they do not create a contract of employment.

Employee Signature		**Date**	
Supervisor Signature		**Date**	
HR Approval		**Date**	