Belton Independent School District
Job Description

Job Title:	Human Resources Records Specialist	**FLSA Status:**	Non- Exempt, 226 Days
Reports to:	Assistant Superintendent of Human Resources	**Pay Grade:**	406
Dept./School:	Human Resources	**Date Revised:**	01/29/2025

Primary Purpose:

Process employee transactions and maintain HR systems, documents, procedures, and ensure all employees meet position requirements.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Proficient skills in keyboarding, data entry, word processing, data analysis, and file maintenance
Ability to use software to develop spreadsheets and databases and do word processing
Ability to prioritize workflow to address the multiple needs of the supervisor or the department
Ability to multi-task numerous complex administrative activities
Basic math skills
Effective organizational, communication, and interpersonal skills

Experience:
Three (3) years secretarial or clerical experience

Major Responsibilities and Duties:

1. Handle routine human resource inquires to ensure a high level of service and responsive, knowledgeable support for employees and their supervisors. Explain human resource policies and practices to employees as appropriate.

2. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.

3. Greet visitors professionally and appropriately and ascertain nature of business. Assist applicants to complete applications and required paperwork.

4. Maintain regular filing system (paper and electronic) and search for specific information as needed.

5. Maintain human resource database to ensure that employee information is accurate, current, and reliable.

6. Assist with scanning all files into electronic database.

7. Prepare correspondence, forms and reports according to district standards and requirements. Pull data as requested.

8. Maintain and process district records according to record retention schedule.

9. Take employee pictures and print badges for the district.

10. Prepare materials for Board of Trustees for new hires as necessary.

11. Oversee and complete the hiring process for all employees.

12. Monitor employee certifications and notify employees regarding expiring certifications.

13. Ensure that all certification requirements are met on all employees.

14. Follow the contract renewal recommendation and approval process that meets Board and legal requirements.

15. Ensure that all employee files comply with state guidelines (computerized and hard copy).

16. Administer new employee paperwork and orientation for all new personnel.

17. Assist with semi-annual stipend list for all campuses for payroll processing.

18. Prepare and verify annual service records for all staff by payroll groups. Verify years of service as requested.

19. Assist with the development of district calendars for all position types.

20. Coordinate with supervisors to develop work schedules. Verify days off with supervisors.

21. Work closely with PEIMS and payroll personnel for personnel verification and to correct any data or payroll issues.

22. Request and import state identification numbers for employees.

23. Prepare and distribute employment contracts.

24. Process background and fingerprint checks.

25. Complete end of year processes to include the demographic roll and service record documentation.

26. Responsible for all aspects of substitute hiring and administration including application processing, onboarding, off-boarding, system record maintenance (AESOP, Frontline and Skyward), background checks, fingerprinting, training verification, and payroll processing.

27. Provides substitute support for administrators, teachers, and substitute employees.

28. Complete special projects as assigned.

29. Perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (under 15 pounds)

Environment: Full-time position (40 hours per week) typically working 8 hours per day. May work prolonged or irregular hours as required and occasional districtwide travel.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: January 2025
Prepared By: Belton ISD Human Resources Department