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NORTH EAST INDEPENDENT SCHOOL DISTRICT  
8961 Tesoro Dr. San Antonio, TX 78217  
[www.neisd.net](http://www.neisd.net)

EMPLOYMENT BULLETIN

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In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**RECORDS CLERK  
HUMAN RESOURCES**

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Equivalency Degree (GED)
- Two years of clerical or related experience
- Valid Texas Drivers License with driving record that meets the requirements of the District

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Assists in the retention and audit of personnel and department records
- Subscribes to fingerprint records for new District employees
- Interprets and explains the fingerprinting process and procedures to district staff, as well as the public
- Contacts and responds to inquiries from school districts, local and state agencies, and others to provide/obtain information
- Establishes a schedule to monitor termed employees and unsubscribe to those fingerprint records
- Updates employment eligibility status information
- Works with HR Director to update fingerprint status of current District employees
- Ensures all routine office tasks are completed, including data entry, archiving and storing data
- Assists with the maintenance of confidential information as it relates to applicant and employee criminal background files and stores data in accordance to District and the Texas Education Agency requirements.
- Prepares and maintains monthly criminal background reports of all District employees; ensuring submission of data to the Director or Executive Director for the compilation
- Provides written and verbal employment verifications on District personnel
- Verifies years of service for the HR Specialist to prepare annual service awards
- Assists with validating and updating employee information for District, state and federal reporting
- Verifies and updates name changes in Employee Self Service
- Performs all other duties and tasks as assigned

**TERMS OF EMPLOYMENT:**

**HOURLY:** \$13.74 - \$16.76     **PAY GRADE:** C6     **WORK DAYS:** 230

Interested persons should submit a letter of intent with a résumé to: [employment@neisd.net](mailto:employment@neisd.net) or North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217. Those who are not district employees must complete an online application at [www.neisd.net](http://www.neisd.net) before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remains Open Until Filled  
AN EQUAL OPPORTUNITY EMPLOYER