

Records Analyst III

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Resumes are not accepted in lieu of State of Texas application

Description

Our Mission

The mission of the Texas Commission on Law Enforcement, as a regulatory State agency, is to establish and enforce standards to ensure that the people of Texas are served by highly trained and ethical law enforcement, corrections, and telecommunications personnel.

Our Records Management Division

TCOLE's newly formed Records Management Division plays a critical role in maintaining the integrity and security of essential law enforcement information. The division implements best practices in records management to support the Commission's regulatory functions and decision-making processes. Through secure, technology-driven systems, our team ensures proper handling of sensitive records while maintaining strict compliance with state and federal regulations. The division focuses on information governance excellence through innovation, continuous improvement, and cross-agency collaboration to support TCOLE's mission of promoting the highest standards in Texas law enforcement.

Who We're Looking For

The Texas Commission on Law Enforcement (TCOLE) is seeking a Records Analyst III to join the Government Relations Division located at 6330 E HWY 290, Suite 200, Austin, TX.

The Records Analyst III advanced (senior-level) records and information management work designing, implementing, and maintaining the agency's records management program. Works under limited supervision with considerable latitude for initiative and independent judgment. May oversee or coordinate the work of others.

Salary is dependent on qualifications and experience. The salary range is \$48,244 - \$62,136. This Job Class for this position is 7482 and salary group is B19.

Examples of Work Performed

Develops, maintains, and implements the agency's records retention schedule.

Classifies, stores, accesses, and retrieves agency records and information.

Processes, scans, indexes, and classifies records according to established protocols.

Identifies and transfers inactive records for storage or destruction in accordance with regulations.

Maintains agency records disposition logs and electronic filing systems.

Ensures records are managed in compliance with all applicable laws, policies, and procedures.

Conducts reviews to determine compliance with records management requirements

Ensures security and confidentiality of sensitive and/or protected information.

Reviews effectiveness of record-keeping practices and recommends improvements.

Participates in development of goals, policies, and priorities for records management.

Designs and implements filing systems and procedures.

Prepares administrative reports, studies, and specialized research projects.

Coordinates special projects related to records management.

Coordinates and conducts records management training for agency staff.

Provides guidance on matters related to records and information management.

Maintains professional relationships with internal/external stakeholders.

Responds to inquiries from law enforcement agencies and other entities.

May train others in records management procedures.

Other duties as assigned.

Qualifications

Required Education and Experience:

- Bachelor's degree from an accredited four-year college or university in Records Management, Public Administration, Business Administration, Library and Information Sciences or a related field.

- Three (3) years of experience in records management, library science, information systems, or administrative support.
- Education and experience may be substituted on a year-for-year basis.

Required Skills, Knowledge, and Abilities:

- Ability to maintain the security or integrity of the infrastructure.
- Knowledge of records management laws, regulations, policies and procedures, including the Texas Public Information Act
- Understanding of professional records management theory, principles, and best practices
- Proficiency with Microsoft Office suite (Word, Excel, Outlook, Teams, SharePoint)
- Strong written and verbal communication skills with precise attention to detail
- Ability to analyze data, formulate conclusions, and communicate guidance effectively
- Skill in planning, prioritizing work activities, and applying standardized procedures to complex situations.

Preferred Education and Experience:

- Two (2) years of customer service experience.
- Experience in a law enforcement setting.
- Certified Records Analyst (CRA) or Certified Records Manager (CRM) certification
- Completion of a recognized Records Management Certificate Program

Preferred Skills, Knowledge, and Abilities:

- Ability to develop and conduct training programs focused on records management and document control methodologies for diverse audiences.
- Skill in effectively communicating records management principles, policies, and best practices through educational programs, trainings, and/or instructional materials.

Why work at TCOLE?

Working for the Texas Commission on Law Enforcement (TCOLE) empowers you to make an impact on public safety while engaging in continuous learning within a supportive environment. You'll play a crucial role in upholding high law enforcement standards,

collaborating with local agencies, and enhancing the well-being of Texans. As a Texas state employee, you will have access to our comprehensive benefit programs including:

- Comprehensive [health, dental, and vision](#) insurance plans with several types of coverage to state employees and their eligible family members.
- 12 - 16 days of [annual paid holidays](#) .
- At least eight hours of paid vacation and up to eight hours of paid sick leave each month for Full-Time employees.
- Retirement options with the [State of Texas Retirement](#) that provide flexibility and security.
- [Health and Wellness programs](#) including wellness leave, fitness and weight management programs, and personalized wellness tools.
- TCOLE is a qualifying organization for the [Public Service Loan Forgiveness Program](#).
- The [Discount Purchase Program](#) provides access to an online marketplace offering discount on a wide range of products and services .

All positions with TCOLE are security sensitive. Applicants are subject to an in-depth background investigation including criminal history, employment history and references, military, education, and personal references. Employment is contingent upon the verification of credentials and/or other information required.

Equal Opportunity Employer – TCOLE is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

ADA - In compliance with the Americans with Disabilities Act (ADA), TCOLE will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the online application, contact the Human Resources Department at 512-936-0831. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

Military Occupational Specialty Codes – Military Specialty Codes that correspond to this job posting include MOS 42A, YN, YNS, YN, 3D0X1, 3H0X1, 84H0. More information can be found at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_LibraryandRecords.pdf

Veterans Preference – Veterans, surviving spouses, and orphans of veterans may qualify for preference under Texas Government Code Chapter 657. Applicants who wish to claim Veterans preference must provide official documentation at the time of application to verify eligibility.

Benefits – For new hires and rehires, health insurance is available the 1st of the following month after a 60-day waiting period. More information about benefits is available at <https://ers.texas.gov/benefits-at-a-glance>