

Blount County Schools Job Description

Title: Human Resources Clerk

QUALIFICATIONS: High School Diploma or equivalent; Associate degree in Human Resources or related field preferred.

REPORT TO: HR Manager

PRIMARY JOB GOAL: To provide comprehensive administrative support to the Human Resources department, ensuring staff compliance, maintaining accurate employment records, and assisting with district-wide recognition and training initiatives.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Proficiency in HRIS systems (specifically UKG) and state education portals (TNCompass). Strong organizational skills and attention to detail for compliance monitoring. Excellent communication skills for inter-departmental and community outreach. Ability to handle sensitive personnel information and background check results with strict confidentiality.

PERFORMANCE RESPONSIBILITIES:

- Administrative Documentation: Process mortgage proof of employment and loan forgiveness documentation for district staff.
- Recruitment & Outreach: Assist with the "Teach BCS" initiative and "Celebrating Blountly" programs to promote district culture.
- System Administration: Act as the system-wide administrator for UKG, managing administrative leave, vacation requests, and the approval workflow.
- Compliance Monitoring: Oversee Vector training compliance (beginning 2027) and serve as the Monitoring Clerk for Athletic Training and Compliance.
- Staff Recognition: Coordinate the Teacher Anniversary program to honor long-term service.
- Licensure & Certification: Manage data entry and tracking within the TNCompass portal.
- Event Planning: Assist in the planning and execution of the TASPAC Conference.
- Safety & Security: Facilitate and monitor the background check process for new and existing employees.
- Other duties as assigned by the HR Manager, HR Supervisor, or Director of Schools.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and benefits to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Service Personnel.

I have read and understand the terms set forth in this job description.

Signature of Employee _____ Date: _____