

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	HR Clerk	STATUS:	Non-Exempt
REPORTS TO:	Executive Director of Human Resources	TERMS:	214 Days
DEPARTMENT:	Human Resources	PAY GRADE:	CL4

PRIMARY FUNCTION

Under general supervision, performs diversified and moderately complex clerical duties. The position requires some use of individual judgment and knowledge of human resources policies and procedures and of automated systems.

QUALIFICATIONS

Education/Certification:

High school diploma or (GED)

Special Knowledge/Skills:

Ability to interpret and disseminate information to individuals and groups

Effective communication and interpersonal skills

Advanced knowledge and proficiency with Microsoft Office and file management

Knowledge of basic accounting principles

Ability to use software to develop spreadsheets and manage databases

Ability to maintain accurate and auditable records

Knowledge of basic accounting principles

Ability to follow verbal and written instructions

Ability to perform a variety of tasks often changing assignment on short notice

Effective organizational, communication, and interpersonal skills

Experience:

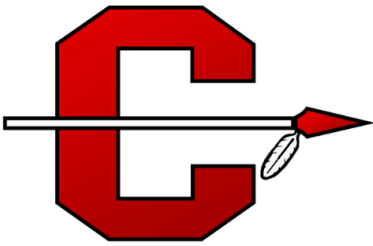
Three (3) years of clerical experience in Human Resources or closely related field preferred

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Maintain employee records and files, ensuring accuracy and compliance with district policies.
2. Complete onboarding and offboarding processes for new and departing employees.
3. Collect and maintain employee files, such as applications, resumes, and other documents.
4. Assist with recruiting, including scheduling interviews and verifying references.
5. Perform data entry and filing of all HR-related documents.



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6. Complete records requests such as employee information change requests and service records and I-9 documents.
7. Assist with HR projects, such as creating employee handbooks and updating job descriptions.
8. Process district volunteer applications.
9. Manage human resources conference room and meeting facilities.
10. Provide support to the HR team with various tasks as needed.
11. Comply with state, district, and school regulations and policies for human resources
12. Attend and participate in department meetings and serve on staff committees as required.
13. Receive, distribute, and ensure security and confidentiality of all documents.
14. Complete all incoming employment verifications.
15. Complete department requisitions from requests to completion.
16. Cover Central Office Receptionist daily as needed.
17. Maintain confidentiality.
18. Reliable attendance and punctuality.
19. Follow district safety protocols and emergency procedures.
20. Participate in staff development activities to improve job-related skills.
21. Comply with state, district, and school regulations and policies.
22. Attend and participate in faculty meetings and serve on staff committees as required.
23. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
24. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

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

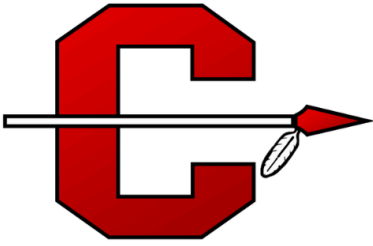
Motion - Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting - Occasional light lifting and carrying (less than 25 pounds)

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

Environment - Indoors including but not limited to: classroom, cafeteria, library, or other campus location. Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure. Personal Protective Equipment may be required. Ability to travel during peak season to include some overnight stays.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.



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Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date