



Technician I, Staffing

Reports to:	Director, Employment Services	Job Code:	917
Department:	Technical/Other	Structure/Grade:	Unified/115
Division:	Human Resources	Workdays:	246 Days
Retirement:	Teacher's Retirement System (TRS)		

Position Summary

Perform routine tasks to assist with posting job vacancies and handling the security aspects of onboarding, including conducting background checks. Perform duties with moderate supervision as an intermediate-level individual contributor.

Essential Job Duties

- Post vacancies for all schools across various regions as they become available, helping to maintain efficient recruitment processes.
- Maintain accurate files, records, and documents for projects and programs.
- Compile reports and track events to keep stakeholders informed.
- Perform a range of administrative and clerical tasks for department-level administrators, including preparing written materials from drafts or verbal instructions, maintaining calendars, and processing expenses.
- Conduct research, compile data, create reports, and distribute findings to directors/staff and other stakeholders as requested.
- Assist in maintaining personnel-related paperwork such as attendance records, payroll documentation, leave requests, and travel arrangements for recruitment purposes.
- Schedule appointments meticulously in accordance with established procedures.
- Process incoming and outgoing mail in a timely manner, facilitating prompt responses by supervisors as necessary.
- Perform additional duties as assigned.

Qualifications

- High School Diploma with 3 years of related experience OR Associate degree in Business Administration, Finance, Economics, Human Resources, or a related field with 1 – 4 years of relevant experience required.

Knowledge, Skills, and Abilities

- Knowledge of organizational and departmental functions
- Effective oral, written, and interpersonal communication skills, and the ability to use proper business spelling, grammar, and punctuation
- Ability to interview candidates effectively, with the ability to discern the relevance and importance of information provided by candidates
- Good computer skills and the ability to use all relevant software
- Ability to maintain accurate records and files
- Ability to take and transcribe dictation
- Ability to interact professionally with a variety of constituents



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- Ability to follow clear and established processes and the ability to recognize the need for occasional deviation from standard practice
- Ability to deliver work according to specific operational targets

Physical Demands and Work Environment

Constantly required to exchange accurate information.
Constantly operates a computer and other office machinery.
Constantly observes details at close range.
Frequently remains in a stationary position.
Occasionally moves about inside an office.
Occasionally moves office equipment weighing up to 25 pounds.
Constantly works in an indoor environment.

Supervisory Responsibility

None

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: 05/30/2024

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____