

HUMAN RESOURCES CLERK

<i>SPA License Status:</i>	<i>Non-licensed/No Contract</i>
<i>SPA Probation:</i>	<i>One Year</i>
<i>FLSA Status:</i>	<i>Non-Exempt</i>
<i>Supervisor:</i>	<i>Executive Director of Human Resources</i>
<i>Supervises:</i>	<i>None</i>
<i>Salary Schedule:</i>	<i>Secretary-Clerical Personnel, Range 3</i>
<i>Terms of Employment:</i>	<i>8 hours / 12 months</i>
<i>Job Goal:</i>	<i>To assist in the efficient operations of the Human Resources Department.</i>

Minimum Qualifications

- 1. High School Diploma or equivalent*
 - 2. Outstanding verbal, written communication, and organizational skills*
 - 3. Excellent computer skills in Microsoft Office (MS) software applications and database applications*
 - 4. Relevant training or certification in office administration (preferred)*
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Job Duties

- 1. Ability to work and manage tasks in a high-functioning department.*
- 2. Customer service oriented (assist public regarding Human Resources needs).*
- 3. Perform routines and practices associated with a productive and efficiently run office.*
- 4. Establish, enter and maintain supportive data in systems associated with department to include ID badges.*
- 5. Work with the public/staff/community and process employee information to include application, verification and maintenance of information.*
- 6. Prepare and organize assigned staff personnel folders.*
- 7. Communicate verbally (face-to-face, via telephone) and in writing (or email) to respond to inquiries and providing information.*
- 8. Maintain current employee personnel files of assigned staff.*
- 9. Assist in the posting of job advertisements of assigned staff and screening of applications.*
- 10. Compile new employee packets and conducts orientation.*
- 11. Comply and uphold confidentiality required in the Human Resources Department.*
- 12. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
- 13. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*

14. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
15. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
16. *Evenings and weekend work may be required.*
17. *Perform such other tasks as may be assigned.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of classified personnel.

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I accept this position offered and agree to the above job description.

Print Name _____

Signature _____ Date _____

Approved By _____ Date _____

