

TITLE: Human Resources Clerk

- QUALIFICATIONS:**
1. Bachelor's or Associate degree from accredited college or university with major coursework in accounting, finance or business-related field preferred.
 2. Minimum 5 years work experience in finance or human resources, preferable in governmental environment
 3. Working knowledge of general office computer software including Microsoft Office
 4. Demonstrate knowledge and abilities of general office procedures related to organization, filing, preparation of documents, etc.
 5. Ability to work in a team environment.
 6. Ability to work independently with a high degree of accuracy and organization.

REPORTS TO: Chief Financial Officer and Human Resources Manager

JOB GOAL: Assists in the administration of the system's business affairs

JOB DUTIES:

1. Assists with, updates, edits, and reports data related to classified personnel with expiring certificates/licenses that result in supplemental pay for employees as directed.
2. Assists Human Resources Director and Manager with preparation for meetings, trainings, and employee orientation as needed.
3. Assist with Maintaining District Personnel files including all certified and non-certified employees.
4. Assists with inquiries, verifications and request for information related to Human Resources.
5. Assist in problem resolution by communicating verbally and in writing between employees and relevant staff and service providers.
6. Assist with processing personnel actions including but not limited to hiring, leaves of absence, changes in status, terminations, retirements.
7. Assist with preparing personnel for board agenda and report any discrepancies.
8. Assist with onboarding and verifying personnel actions upon Board approval.
9. Assist with maintaining salary schedule and supplements.
10. Assist with maintaining supplemental and independent contracts.
11. Responsible for maintaining ongoing staff portal and all billing components.
12. Demonstrates initiative in the performance of assigned responsibilities.
13. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development.**
14. Work closely with the Human Resources Manager and the CFO. to coordinate the functions of the Finance and Human Resources Department.
15. Exhibits professionalism in the workplace and provides exemplary customer service to all employees and potential employees.
16. Maintains appropriate confidentiality regarding school/workplace matters.
17. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
18. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
19. Perform other duties that may be assigned.

