



NEW: Submitted:
07/01/2019 05/14/2019

JOB TITLE:	CLERK CERTIFICATION AND LEAD
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8720
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and/or specialized clerical duties related to educator certification and the LEAD report. Performs advanced clerical work requiring application of various complex work methods and procedures, thorough knowledge of the laws and regulations controlling the employing department and with departmental functions, policies, and practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Types and/or transcribes routine and non-routine, confidential and non-confidential reports, communication, and records; has unrestricted daily access to confidential non-public, information and material including the District human resources information system, teacher course assignment information system, and the state certification database

Receives, classifies, and routes incoming certification applications, LEAD correspondence, and other reports

Conducts research of certification and course assignment records for information relating to departmental needs

Makes accurate and complete postings to complex departmental records including employee certification records and establishes and maintains a filing systems in accordance with departmental policies and procedures

Prepares or assists in preparation of legal, statistical, or technical papers, documents, reports, and/or manuals

Supports the Certification & LEAD Specialist to file reports, communicate with employees, supervisors, directors and program coordinators to address issues of employee certification and LEAD reporting

Answers certification inquiries in person and in written reports or correspondence

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic

Two (2) years successful experience in clerical functions

Successful experience with teacher certification and the LEAD report

Successful experience with computer word processing/file management functions

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work well in a team situation

Efficient time management

Training or education in Human Resources practices and skills
Associate Degree in business or related field
Experience in a diverse workplace