



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

JOB TITLE:	CLERK HUMAN RESOURCES PROCESSING
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8715
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Checks, analyzes and cross references onboarding related forms to transfer and enter personnel actions into the district Human Resources Information System before the designated payroll lockdown date. Assumes responsibility for monitoring and tracking actions to assist with accurate payroll processing in accordance with district policy, state and federal guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Corresponds with employees, locations and assigned area to answer related personnel action questions
- Enters accurate personnel actions into the district Human Information Resources Systems, by assigned district locations, before the designated payroll lockdown date
- Monitors and tracks personnel actions workflow and alerts assigned area of issues to be addressed, to ensure all actions are approved by the assigned approver before the designated payroll lockdown date
- Receives and distributes onboarding documents via email, pony, and postal mail or by hand.
- Establishes and maintains files and filing systems in accordance with departmental policies and procedures.
- Reviews, Preps, Scans and indexes documents into the district electronic storage system
- Administers background tests with an electronic finger print scanner
- Successfully uses software and operates computers, printers and other equipment as required
- Answers phones calls and responds to emails with accurate information researched from district policy, state or federal guidelines
- 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 requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

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
- Type/transcription skills, ability to operate calculator accurately and efficiently
- 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 business practices and skills
Experience in a diverse workplace