



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

JOB TITLE:	CLERK HUMAN RESOURCES WELCOME CENTER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8723
BARGAINING UNIT:	CLAB

#### SCOPE OF RESPONSIBILITIES

Provides a pleasant and welcoming onboarding experience for all prospective employees. Assumes responsibility for assisting customers and employees with Human Resources inquiries over the phone or in person and facilitates the onboarding of all applicants by collecting and providing pertinent information in accordance with District policy, state and federal guidelines.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides technical assistance to external and internal customers with various District software
- Answers phone calls and responds to emails with accurate information researched from District policy, state or federal guidelines
- Facilitates new hire contract signings to welcome and provide onboarding documents and information to new hires
- Assists applicants with completing District, state and federal documents and reviews documents for accuracy to ensure all policy and federal guidelines are met
- Maintains an electronic database of pending onboarding documents and sends communication out to obtain documents
- Administers background tests with an electronic finger print scanner
- Collects payments for background checks, maintains receipts and a balances drawer
- Establishes and maintains applicant files and operates computers, printers and other equipment as required
- Administers tests for the Kentucky Para Educator Assessment (KPA)
- Opens, sorts, and distributes incoming mail, and other written communications, taking appropriate action in routine situations
- Completes all trainings and other compliance requirements as assigned 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
- Word processing/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 diverse workplace