



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