



NEW: Submitted:
03/27/2024 03/26/2024

JOB TITLE:	CLERK EMPLOYEE BADGING AND FILE MAINTENANCE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Completes work order requests for initial and replacement employee badges. Completes monthly billing to each department for new and replacement badges. Audits new employee files to ensure all new hire requirements have been met.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Fulfills work order requests for new and replacement badges

Authenticates identity, takes picture, and produces ID badges

Provides access (via employee badge) to an employee's work location

Reconciles employee badging charges monthly

Maintains employee badging system with upgrades and employee data

Assembles new hire files, ensuring all new hire requirements are met before sending to the records room, including criminal history records

Delivers new hire files to the Records Room for processing

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the work week): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

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

Transcription skills, ability to operate calculator accurately and efficiently

Successful experience with computer word processing/file management functions

Effective communication skills
Two (2) successful experience in customer service
DESIRABLE QUALIFICATIONS
Associate Degree in business or related filed
Experience in a diverse workplace