



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

JOB TITLE:	CLERK CONTRACTOR BACKGROUND PROCESSING
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAB

#### SCOPE OF RESPONSIBILITIES

Receives and processes JCPS contractor and sub-contractor forms and required paperwork necessary for working on JCPS projects. Communicates and collaborates with necessary district offices to ensure compliance with Board policies and procedures.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Communicates with general contractors and vendors regarding the requirement for all subcontractors and contractors to have a drug screen, criminal history records check, and Child Abuse & Neglect screening.

Reviews drug screens for all contractors.

Provides purchase codes to contractors for criminal history check.

Provides forms necessary for the Child Abuse & Neglect screening.

Develops and maintains a database of all contractors.

Collaborates with other departments as required to ensure compliance with Board policies and procedures

Prints criminal history records and sends required records to Employee Relations for review

Prints child abuse and neglects records and sends required records to Employee Relations for review

Reconciles purchase codes monthly.

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 workweek): 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
Effective communication skills
Two (2) years successful experience in customer service
<b>DESIRABLE QUALIFICATIONS</b>
Associate Degree in business or related field
Experience in diverse workplace