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| Job Title: | HR CLERK | Reports to: | Director of HR |
| FLSA status: | Non- Exempt | Supervisor duties: | none |
| Classification: | Classified | Approved on: | 10/13/2020 |
| Position Summary: | Provide administrative support within the Human Resources Department processing employee leave information, benefit information, new employee paperwork, and workers compensation information; assists with the coordination of the districts substitute employees; ensures accurate employment records; communicates with district employees and other entities. | | |

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists personnel, vendors, and prospective employees by phone, letter or in person (e.g. presentation of benefit information, processing of new employee information, general employment questions, certification questions and issues, etc.) for the purpose of verifying employee eligibility, conveying information and/or processing of information.
- Compiles data from a variety of sources, complying with financial, legal, and/or administrative requirements related to the school district’s operation.
- Distributes district employment forms and documents (e.g. enrollment packets, employment status forms, flyers, identification cards, etc.)
- Informs employees and applicants regarding a variety of procedures and program requirements for making decisions, taking appropriate action, and/or complying with established guidelines.
- Maintains employee records in both physical and electronic formats (e.g. leave, enrollment information, etc.) to ensure records are current and accurately reflect employee benefit eligibility.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written and electronic materials (e.g. reports, memos, letters, forms, surveys, etc.) documenting activities, providing written reference and/or conveying information.
- Processes a variety of employee information (e.g. district benefit plan, state retirement system, workers compensation procedures, leave policies and practices, etc.) supporting the Human Resources Department in meeting its goals.
- Reconciles enrollment forms and billings to employee records (e.g. health, dental, flexible spending accounts, etc.) ensuring accurate eligibility and payment information in accordance with contract provisions.
- Responds to inquiries regarding a variety human resources related issues (e.g. application procedures, leave status, benefits, etc.) assisting in the provision of services provide by Human Resources Department.
- Schedules a variety of activities (e.g. interviews, meetings, travel arrangements, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel
- Other Duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of employment laws and applications for legal compliance
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to act with integrity in all matters of confidentiality.
- Ability to exercise a high degree of initiative and independent judgement in solving problems.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School Diploma or equivalent,
- Minimum of two years experience in human resources duties, preferably in a public school system.
- Must possess personable and people oriented communication skills

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.