Autauga County Board of Education

Personnel Department

# 153 West Fourth Street

Prattville, Alabama 36067

## ***POSITION ANNOUNCEMENT***

June 3, 2021

**The Autauga County Board of Education is now accepting applications for the position**

**of:** PAYROLL & HUMAN RESOURCE ASSISTANT

**Job Description:** Attached

**Qualifications**: Attached

**Effective Date**: Following Board Approval

**Salary Range**: $35,818 - $42,163 (Based on years of experience in public school setting)

**Contract Length**: 240 days (12 months)

**Application Information:** Go to <http://www.alsde.edu/TeachinAlabama/> to complete the on-line application. On the Where do you want to work? page, click “Deselect All”. Then click on the “+” located next to the Alabama State Department Education check box. Click the box next to District 5 and click “+” next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put “see resume´”.

**Application Deadline:** June 18, 2021 or until filled

*The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.*

1 Attachment - Job Description

POSITION TITLE: Payroll & Human Resources Assistant

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Director of Human Resources and Payroll Specialist

WORK SITE: Central Office

FLSA STATUS: Non-Exempt

JOB GOAL: To serve as the Payroll & HR Assistant in a manner which ensures efficient administrative and clerical support to the operations of the Departments of Finance and Human Resources and accurately and efficiently performs assigned responsibilities with minimal supervision.

QUALIFICATIONS:

• High school diploma or equivalent

• Successful experience working in a clerical/assistant position.

• Ability to establish and maintain effective working relationships with employees

• Ability to operate computer and adding machine/ten key efficiently and accurately

• Ability to utilize Microsoft Word and Excel proficiently

• Ability to analyze data • Ability to communicate professionally in an oral and written manner

• Ability to work effectively and efficiently under minimal supervision

• Such alternatives to the above qualifications as the Board of Education may find appropriate

and acceptable

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Maintain and exhibit appropriate confidentiality

2. Perform the following in the absence of the Receptionist

a. Answer telephone and tend front desk

b. Distribute mail and package received at central office

c. Add postage to and send out any outgoing mail at central office

d. Stuff envelopes and mail all payroll and accounts payable checks and other mailings

e. Maintain school mail pick-up and sign-out sheets

3. Copy, file, and assist Human Resources Director and Payroll Specialist

4. Makes copies of teaching certificates as requested

5. Serve as point of contact for all Workers’ Compensation Claims

6. Serve as point of contact for applicants

7. Schedule interviews with applicants

8. Serve as the initial point of contact/customer service resource for payroll and personnel inquiries

9. Prepare, distributes, and collects new hire packets

10.Serve as the primary point of contact of the attendance system database and train employees on its use

11.Serve as the primary point of contact for Employee Self Service (ESS) software

12.Enters all new hires in the attendance system database, the ESS software, and the TRS system (for TRS and PEEHIP)

13.Provides new hires with their PEEHIP PID number

14.Complete insurance and employment verifications

15.Complete verifications of experience and teaching certificate requests

16.Complete Disability Claim Forms

17.Guides employees through the completion of FMLA application process

18.Complete Loan Forgiveness Forms for employees

19.Complete and submit death claims to MetLife for participating employees

20.Upload new hire and unemployment compensation reports to the Alabama Department of Labor

21.Assists with meetings, trainings, and employee orientations as needed

22.Assist with Fairbanks quarterly reports

23.Serve as the primary point of contact for substitutes

24.Provide substitute packets to all applicants

25.Verify accuracy of applications and additional documents within the substitute packet

26.Ensure background check/fingerprints approval through Teacher Certification program

27.Confirm valid substitute teaching license or teacher’s certificate

28.Input all substitutes into the attendance system database

29.Create vacancies within attendance system database at principals’ request

30.Distribute substitute teacher list to individual schools

31.Prepare, distribute, and collect new hire packets for substitutes

32.Serve as the principals’ point of contact in the event a 5th sub day is needed to be overridden in absence and substitute management software

33.Submit applications to the ALSDE for substitute teachers and notifies substitutes regarding renewal of licenses

34.Prepare for and provide substitute trainings/orientations

35.Assist with the preparation of the annual Census Report of Public Employment

36.Prepare and respond to Occupational Employment of Elementary and Secondary Schools monthly

37.Meet with employees who submit a 10-day or more Leave of Absence Request to discuss options (FMLA, sick leave days, and sick leave bank)

38. Maintain adherence to district procedures, board policies, and local, state, and federal regulations

39. Maintains all files in an orderly fashion so that all documentation is accurate and complete and can be referenced expeditiously

40. Provide examiners with documentation for the system’s annual audit

41. Perform other duties as assigned

SOURCE: Autauga County Board of Education, Prattville, Alabama

ADOPTED: June 3, 2021