POSITION DESCRIPTION 2.07

TITLE: Human Resources Clerk

QUALIFICATIONS:

- Bachelor's or Associate degree from accredited college or university with major coursework in accounting, finance or business-related field preferred.
- 2. Minimum 5 years work experience in finance or human resources, preferable in governmental environment
- 3. Working knowledge of general office computer software including Microsoft Office
- 4. Demonstrate knowledge and abilities of general office procedures related to organization, filing, preparation of documents, etc.
- 5. Ability to work in a team environment.
- 6. Ability to work independently with a high degree of accuracy and organization.

REPORTS TO: Chief Financial Officer and Human Resources Manager

JOB GOAL: Assists in the administration of the system's business affairs

JOB DUTIES:

- 1. Assists with, updates, edits, and reports data related to classified personnel with expiring certificates/licenses that result in supplemental pay for employees as directed.
- 2. Assists Human Resources Director and Manager with preparation for meetings, trainings, and employee orientation as needed.
- 3. Assist with Maintaining District Personnel files including all certified and non-certified employees.
- 4. Assists with inquiries, verifications and request for information related to Human Resources.
- 5. Assist in problem resolution by communicating verbally and in writing between employees and relevant staff and service providers.
- 6. Assist with processing personnel actions including but not limited to hiring, leaves of absence, changes in status, terminations, retirements.
- 7. Assist with preparing personnel for board agenda and report any discrepancies.
- 8. Assist with onboarding and verifying personnel actions upon Board approval.
- 9. Assist with maintaining salary schedule and supplements.
- 10. Assist with maintaining supplemental and independent contracts.
- 11. Responsible for maintaining ongoing staff portal and all billing components.
- 12. Demonstrates initiative in the performance of assigned responsibilities.
- 13. Maintain professional growth and competence through professional development <u>as</u> per Board Policy 5.5 Personnel Professional Development.
- 14. Work closely with the Human Resources Manager and the CFO. to coordinate the functions of the Finance and Human Resources Department.
- 15. Exhibits professionalism in the workplace and provides exemplary customer service to all employees and potential employees.
- 16. Maintains appropriate confidentiality regarding school/workplace matters.
- 17. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
- 18. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 19. Perform other duties that may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:		9-Month	10-Month	11-Month	12-Month
EXPECTED WORK DAY:		8 Hours			
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 - Personnel - Special Requirements for the Position				
EVALUATION:	ALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements				
Reviewed and a	agreed to by:	Employee		Date	
☐ Principal/Pro	ogram Coordinator Initi	als	☐ Human Re	esource Initials	

BOARD APPROVED: 5/17/16 REVISED:12/17/21