

**Certified Staffing Coordinator
New Hanover County Schools**

Job Description

Class: Classified
Dept: Human Resources

TITLE: Support Associate VI

QUALIFICATIONS:

1. High School degree or equivalent.
2. Extensive, broad experience in an office environment with responsibility for a large variety of complex duties.
3. Strong computer and communication skills.

REPORTS TO: Director of Human Resources or Supervisor

JOB GOAL: Assist in the process of recruitment, retention, development and support of New Hanover County Schools' employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Maintain strict confidentiality for all personnel matters.
3. Coordinate the hiring and transfer process to bring recommended candidates on board in a timely and professional manner.
4. Conduct orientation session with new hires, completing all required paperwork for employment.
5. Analyze credentials and licensure status for nominees to determine eligibility for hire.
6. Provide support for accurate system wide record maintenance.
7. Write, edit, prepare, or coordinate the preparation of correspondence, reports, charts, graphs and other printed materials; research content items for correctness of presentation and applicability.
8. Compose responses to incoming correspondence and compose letters and memorandums for the supervisor's review.

9. Assist with recruiting program and special projects; manage data and provide specialized information.
10. Answer questions from employees concerning policies, procedures or deadlines; explain the use of records or information.
11. Maintain department personnel records; act as point of contact for department and provide information or refer inquiries to proper personnel.
12. Screen and route materials according to content of communications.
13. Maintain supervisor's calendar, arrange travel schedule, make appointments and handle telephone inquiries.
14. Perform other duties and responsibilities as requested by the Director of Human Resources or Supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of computers and all aspects of Microsoft Office Professional software programs.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, parents, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to work with a high degree of accuracy.
- Strong organizational skills.
- Ability to interact and deal with the public in a professional manner.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to cross train and assist within the department.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.