

Job Description
MOORE PUBLIC SCHOOLS

5.56

Job Title: Certified Personnel Clerk

Qualifications:

Credentials: None

Education: High school diploma and specialized vocational experience in or after high school in computers and basic office skills.

Training or Experience Required: 3 years of secretarial and/or clerical experience in a personnel/payroll environment. Minimum of 1 year with computer experience using word processing, databases, and/or spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English. Must be able to perform initial reference checks to verify information in application form.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Must be familiar with word processing, spreadsheet, and/or database software.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Site: Administrative Service Center

Reports To: Superintendent or Designee

Job Goal (Purpose of Position): Performs skilled level personnel clerical and secretarial duties under general supervision to assist in the efficient functioning of the Personnel Office to enhance the efficiency and effectiveness in the screening, hiring, induction, and retention of district employees. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information to make critical screening recommendations of applicants.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

Essential Job Functions:

1. Maintains personnel records, cards, and files. Updates and/or processes changes or allows employees to review personnel records.
2. Oversees new employee orientation, and induction information for all new employees. Provides payroll with necessary documentation on insurance, W-4 etc.
3. Types contracts for all employees and keeps on file; updates contracts as needed.
4. Prepares State Teacher Personnel Reports as due.
5. Maintains certification status, transcripts and verification of experience for each certified employee.
6. Assists with Para-professional personnel tasks such as posting available positions; accepting, processing, and maintaining applications, references and job-related information on certified and/or support personnel. Provides necessary applicant information to Assistant Superintendent and to hiring supervisors.
7. Keeps track of probationary periods for new employees. Notifies appropriate personnel concerning change in status, performance appraisal, etc. Assists with data for salary surveys, personnel studies and reports such as staff budgeting/vacancy savings, etc.
8. May conduct/handle background investigation/reference checks, drug testing requirements for new employees, and other investigations that are job related.
9. May assist with temporary employee hiring and orientation.
10. Assists with federal, state, and district, or local reports. Such reports include workers' compensation, EEO, Department of Education, Department of Labor, etc.