

**Job Description**  
**MOORE PUBLIC SCHOOLS**

**5.05B**

**Job Title:** **Personnel Clerk/Workers' Compensation**

**Qualifications:**

**Credentials:** **None**

**Education:** High school diploma and training in computers and basic office skills.

**Training or Experience Required:** 3 years of secretarial and/or clerical experience preferably in a personnel/payroll environment. Minimum of 1 year with computer experience using word processing, databases, and/or spreadsheets. Workers' compensation experience preferred. 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.

**Data Recording/Record Keeping:** Performs data recording/record keeping operations determining what changes need to be made to existing 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 written or printed materials such as application forms, charts, diagrams, or instruction material.

**Business Machines** (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, postage machines, calculator, and multi-line telephone consoles, computer, etc.

**Typing Skills:** Typing/Word Processor 55 wpm required.

**Site:** **Administrative Service Center**

**Reports To:** **Superintendent or Designee**

**Job Goal (Purpose of Position):** Performs skilled level clerical and secretarial duties under limited supervision to assist in the efficient functioning of the personnel department. Handles Workers' Compensation paperwork and issues; collects information on clearance of drug screening, background checks, and fingerprints; handles written verification of employment; handles temporary employment agreements. An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

**Contact with Others:** An incumbent in this position has regular to constant contact by telephone or in-person with the public to determine actual information needed. The incumbent is expected to know about the operations in the entire district to handle routine inquiries and/or properly direct calls. Must be able to deal with the public with tact and diplomacy since this is a critical first impression position.

**Other Performance Measures:**

Successful performance of the job requires excellent customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident, injury or further illness to self or others. 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. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

**Essential Job Functions:**

1. Handles all workers' compensation incident referrals to Concentra, incident reports, follow-up medical reports, TTD (temporary total disability) payroll calculations and payment requests for payroll. Responds to inquiries from school sites regarding workers' compensation issues.
2. Handles background investigations, drug testing requirements, and fingerprint results for new employees, and other investigations that are job related. Enter results in proper files. Check daily for new hires who do not clear drug screening, background checks and fingerprinting and report to proper administrator.
3. Responds to telephone inquiries verifying employment. Handles all written verifications of employment.
4. Handles all temporary employee hiring paperwork (excluding coaches) and payment calculation. Distributes paperwork to personnel supervisor for personnel agenda, and to payroll.

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5. Handles telephonic communication that comes into the school as relief for receptionist and directs the call to the proper parties. Must be able to know how to direct calls and answer routine information.
6. Handles unemployment claims with Employers Unity.
7. Keeps list of employees who have received Hep C vaccination.
8. Sorts and distributes all incoming personnel department mail.
9. Order office supplies for personnel department.
10. Order retirement plaques for retiring employees.
11. Records fingerprints for new hires and others as required.
12. Performs other duties as assigned by the designee.

**Supervision exercised:** None.

**Physical/Mental Requirements and Working Conditions:**

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone and in person.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Category D

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

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