

SCHOOL DISTRICT OF DESOTO COUNTY
EMPLOYEE CLEARANCE & WORKERS COMPENSATION SPECIALIST
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Three (3) years clerical experience.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to use current technology to maintain records and obtain data and information. Knowledge of modern office practices and procedures. Knowledge of personnel system and procedures. Ability to prepare and maintain complex records and reports. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Director of Human Resources

JOB GOAL

To provide specialized duties in personnel services, related to employee clearance and workers compensation to support and facilitate the employment functions and services of the district.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Coordinates new employee clearance process for the district including drug screening, fingerprinting.
- *(2) Interprets drug screening and fingerprinting results for employees.
- *(3) Balance vendor bills associated with drug screening, Department of Health, and FDLE.
- *(4) Maintain fingerprint records as well as monthly resubmissions for the District, FDLE, and FDOE.
- *(5) Track District Volunteer and Contractor/Vendors, including fingerprinting.
- *(6) File Workers Compensation and Student Incident Reports with carrier.
- *(7) Provide updates for personnel action items on School Board agendas.
- *(8) Distribute labor law posters.
- *(9) Coordinates quarterly random employee drug testing.
- *(10) Scan personnel documents in accordance with the records retention schedule.

EMPLOYEE CLEARANCE & WORKERS COMPENSATION SPECIALIST (Continued)

- *(11) Print and distribute employee badges.
- *(12) Assist with orientation for new employees.
- *(13) Complete E-Verify to maintain compliance with state laws.

Employee Qualities/Responsibilities

- *(15) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- *(16) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(17) Ensure adherence to good safety standards.
- *(18) Maintain confidentiality regarding school/workplace matters.
- *(19) Model and maintain high ethical standards.
- *(20) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(22) Exercise service orientation when working with others.
- *(23) Keep supervisor informed of potential problems or unusual events.
- *(24) Use effective, positive interpersonal communication skills.
- *(25) Respond to inquiries and concerns in a timely manner.

System Support

- *(26) Exhibit interpersonal skills to work as an effective team member.
 - *(27) Follow federal and state laws as well as School Board policies, rules and regulations.
 - *(28) Demonstrate support for the school district and its goals and priorities.
 - *(29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
 - *(30) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
 - *(31) Participate in cross-training activities as required.
 - *(32) Perform other tasks consistent with the goals and objectives of this position.
- *Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **E06**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.