San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Human Resources Clerk
Exemption Status: Non-Exempt
Reports to: Executive Director of Human Resources
Pay Grade: 04
Works with: District Personnel
Days: 226
Dept. /School: Human Resources
Date Revised: 07/23/2020

Primary Purpose:

The primary role of the position is to assist in carrying out in an efficient and productive manner, the responsibilities of the office of Human Resources. The Human Resource Clerk may concentrate on specific areas such as: employment processing and tracking, including new hires, resignations and retirements; payroll initiation and implementation and tracking of payroll changes related to changes of assignments, resignations and retirements, initial payroll setup; maintaining and monitoring of personnel records and related documents and reports.

Prerequisites:

- High School Diploma or GED; and
- Two years secretarial/HR experience.

Special Knowledge/Skills:

- Proficient in typing and secretarial skills

Major Responsibilities and Duties:

1. Follows established safety procedures and techniques to perform job duties.
2. Maintains confidentiality of all personnel actions and information.
3. Maintains high level of ethical behavior as expected of all District employees.
4. Performs any other duties as assigned.
5. Answers telephone in a prompt, courteous and professional manner; conveys complete messages; greets and assists visitors, answers inquiries, and gives direction; runs errands within Administrative building.
6. Processes new employee packets and completes employee intake and processing.
7. Ensures that all signatures are completed on contracts/employment documents and copies are filled and / or distributed appropriately.
8. Calls Applicants to schedule for processing, required employee testing (such as physical examinations, etc.), or to secure required documents for employment.
9. Prepares files (labels, application, references, codes, etc.) for new hires; prepares and secures signatures on Authorization to Report forms; issues all required documents (job description, employee handbook, etc.) to new hires during processing in a timely manner.
10. Initiates and verifies required certifications.
11. Enters data in payroll set-up screens to implement employment changes and to establish new hires in to the HR System for payroll purposes
12. Records employee information such as personal data, compensation, and termination date and reason.
13. Computes wages and records data for use in payroll processing or employment verifications.

14. Proofreads records or forms; takes steps to insure accuracy of all documents, data, and reports.
15. Promptly updates the tracking applicant system.
16. Ensures that required employee documents are processed and received in a timely manner; maintains tracking of contracts and/or other employment documents as assigned for all employees and for all resignations and retirements.
17. Updates employee files to document personnel action(s) and to provide information for payroll and historical tracking; files employment documents in a timely manner.
18. Examines file and/or records to research and answer inquiries and provide information to authorized persons and for Public Information Act requests.
19. Compiles data from HR System and personnel records and prepares reports in a timely manner.
20. Maintains accurate, organized and current file records.
21. Insures that payoffs for employees separating employment accurately reflect leave days.
22. Prepares verification forms and related correspondence and notifications in a timely manner.
23. Prepares correspondence, reports, or documents, copying information from one record to another; proofreads and makes corrections.
24. Assists with preparation of materials and arrangements for employee training and in-service sessions, special projects and events (such as annual employee recognition ceremony).
25. Assists with front desk duty whenever the receptionist is absent.
26. Informs immediate supervisor of all complaints or issues that affect personnel.
27. Compile, maintain, and file all reports, records and other documents as required including preparing various Federal, State and Local reports.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____