JOB DESCRIPTION

JOB TITLE: Senior Personnel Clerk
Job Family: Clerical/Secretarial Services
Range: 34

Job Purpose Statement(s): The job of "Senior Personnel Clerk" is done for the purpose(s) of performing routine to responsible technical clerical and accounting functions in support of specialized personnel functions; act as informational resource regarding assigned areas of responsibility and must demonstrate accuracy, attention to detail and, independent judgment and problem-solving skills to be exercised in relation to specific assigned areas; perform responsible clerical, technical and accounting functions at a journey level.

Essential Job Functions:

- **Maintains** personnel records and documents involved in hiring, classification and processing of all personnel actions.
- **Establishes** employee records upon initial hire to include all personnel information required to process initial hire; monitors and changes employee records information as needed;
- **Calculates** and monitors workdays for substitute and regular employees; monitors and audits timesheets for accuracy and correctness.
- **Operates** Substitute Employment Management System (SEMS) to ensure timely replacement of regular certificated and classified employees in accordance with established Policies and Procedures.
- **Maintains** files and other records to satisfy pre-employment and continuing employment requirements for physical health, criminal justice checks and renewal of licenses or certificates to maintain minimum qualifications.
- **Initiates** and receives a high volume of personal contact from school sites, other departments and the public relating to Personnel Policies, Practices and Procedures.
- **Replies** to verbal and written requests for information of a specialized or confidential nature requiring use of discretion and judgment.
- **Operates** computer terminal to maintain database information, update records, monitor the accuracy of information and respond to requests for specialized reports.
- **Performs** a variety of technical clerical duties including filing, keyboarding to complete assigned duties.
- **Obtains** and provides personnel data as requested or required.
- Perform related duties as assigned.

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements/Qualifications:
Education and Experience Required: High school diploma or equivalent. Minimum of two (2) years experience in responsible clerical and/or accounting work, preferably within a public school district setting.

Skills, Knowledge and/or Abilities Required:
- Typing, keyboard at 50 words per minute; ability to operate standard office equipment, including use of specialized computer applications, using English in both written and verbal form, use correct spelling, grammar, punctuation, perform basic arithmetic calculations.
- Knowledge of standard personnel procedures. Purposes, methods and practices of personnel record k eeping; some general and accounting bookkeeping principles and procedures related to assigned areas of responsibility.
- Abilities to sit for prolonged periods, work under minimal supervision accurately with attention to detail; understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation. Learn appropriate rules, regulations and technical procedures using assigned areas of specialization.
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Licenses, Certifications, Bonding and/or Testing Requirements:
Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results; possession of valid California Driver's License.