

JOB TITLE: PERSONNEL CLERK

RESPONSIBLE TO: PERSONNEL COORDINATOR/DIRECTOR

FLSA Status: Non-Exempt

JOB GOAL: Assists in the administration of the system's business affairs

QUALIFICATIONS:

1. High school diploma or equivalent
2. Associate degree in business/personnel related field preferred
3. Previous experience in personnel related field with knowledge of general office procedures related to organization, filing, preparation of documents, etc. preferred

JOB DUTIES AND RESPONSIBILITIES:

1. Processes applications for all positions in school system and maintains contact with applicants handling any requests from applicants concerning applications
2. Enters student and employee data
3. Prepares state and system personnel reports
4. Enters data into personnel management system; certified and non-certified applicants
5. Prepares needed listing of applicants for Director of Personnel
6. Assists Personnel Manager in overall operation of Personnel Office
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: 12-months (240 days) 8-hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines