

Job Description
MOORE PUBLIC SCHOOLS

5.09

Job Title: **Personnel Records Clerk/Certified Records/Support Records/
Employee Leave**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers and basic office skills.

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

Communicates on the phone in clear, grammatically correct English. Must be able to perform initial reference checks to verify information in application form.

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

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, microfiche readers, CRT/computers, ten-key calculator, FAX, postage machines, etc. Must be familiar with word processing, spreadsheet, and/or database software.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Typing/Word Processing 60 WPM required.

Site: **Administrative Service Center**

Reports To: **Superintendent or Designee**

Personnel Records Clerk

(2 of 3)

Job Goal (Purpose of Position): Performs skilled level personnel clerical and secretarial duties under general supervision to assist in the efficient functioning of the Personnel Office to enhance the efficiency and effectiveness in the screening, hiring, induction, and retention of district employees. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information to make critical screening recommendations of applicants.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce personal accident or injury. 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.

Essential Job Functions:

1. Maintains personnel records, cards, and files. Updates and/or processes changes or allows employees to review personnel records.
2. Oversees new employee orientation, and induction information for all new employees. Provides payroll with necessary documentation on insurance, W-4 etc. Enters payroll data into computer for new employees.
3. Types contracts for all employees and keeps on file; updates contracts as needed.
4. Calculates salaries and payoffs for all personnel.
5. Prepares State Teacher Personnel Reports as due.
6. Maintains certification status, transcripts and verification of experience for each certified employee.
7. Assists with Para-professional personnel tasks such as posting available positions; accepting, processing, and maintaining applications, references and job-related information on certified and/or support personnel. Provides necessary applicant information to Assistant Superintendent and to hiring supervisors.
8. Conducts pre-screening interviews of training and experience for support employees.
9. Keeps track of probationary periods for new employees. Notifies appropriate personnel concerning change in status, pay, performance appraisal, etc. Maintains contract requirements as they relate to pay and benefits. Assists with data for salary surveys, personnel studies and reports such as staff budgeting/vacancy savings, etc.
10. May conduct/handle background investigation/reference checks, drug testing requirements for new employees, and other investigations that are job related.

Personnel Records Clerk

(3 of 3)

11. Processes personnel/payroll changes. Processes and maintains all leave absentee reports on a daily basis.
12. May assist with substitute teacher/temporary employee hiring and orientation.
13. Assists with federal, state, and district, or local reports. Such reports include workers' compensation, EEO, Department of Education, Department of Labor, etc.
14. Acts as an informational resource to employees regarding benefit programs, personnel policies and procedures, etc.
15. Performs clerical support functions using word processing and spreadsheets. Receives, directs and may perform simple interviews of visitors; handles telephone calls, and provides assistance or technical information concerning policies, procedures, and other details. Takes and delivers messages. May assist in opening and distributing mail. Organizes and maintains various files including confidential and tickler files. Performs photocopying as required. Schedules meetings and makes sure all information and arrangements are taken care of. May be required to make travel arrangements. Monitors and maintains a neat and organized office.
16. Records fingerprints for new hires and others as required.
17. Performs backup to other clerical employees in office during breaks and days off.
18. Must be able to perform tasks with sensitivity, confidentiality and professionalism.
19. Performs other duties as assigned.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions:

This is an office/clerical job with those physical/mental requirements that are included in the essential functions. Must be able to communicate on the radio, 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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