



JOB DESCRIPTION

Human Resources Applications Clerk/Technician – Professional Staff

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The Human Resources Applications Clerk/Technician for Professional staff, under the general supervision of the Executive Director for Human Resources and the immediate direction of the Human Resources Director for Professional Staff, receives, processes, and maintains files and records for professional applicants and professional employees for the District, monitors access to personnel records and maintains proper security and confidentiality, contributes to effective school/public relations by prompt and courteous handling of inquiries, visitors, and telephone calls, and contributes to the overall efficiency of the Human Resources Office.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One to Two years clerical and file maintenance experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient keyboarding, word processing, and file maintenance skills
- Effective communication and interpersonal skills
- Strong organizational skills
- Ability to perform basic arithmetic calculations

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Receives and processes professional applications, including verifying completeness of files.
3. Enters and maintains professional applicant information on the Pentamation System.
4. Responsible for running criminal history clearances on professional applicants, student teachers, and classroom observers.
5. Responsible for Professional Job Postings.
6. Copies/submits professional applications upon request for vacancies to principals, directors and supervisors.
7. Responsible for the maintenance of professional job descriptions.
8. Maintains professional applicant lists for vacancies.
9. Answers general information telephone calls regarding professional vacancies.
10. Responsible for setting up interview schedules and screening appointments for Interview Team.
11. Provides clerical assistance when required to the Human Resources Specialist.
12. Maintains demographic file on contacts made through job fair and interview days.
13. Assists with the purging of records and coordinates required microfilming on inactive professional records.
14. Responds to all requests for verification of employment for professional personnel.
15. Back up for professional Identification credentials.
16. Back up for new employee orientation for professional personnel.
17. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate effectively (verbally and written), concentrate, reason, understand verbal instructions, analyze, read, coordinate compile, and maintain emotional control under stress. Works with frequent interruptions.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), reach, stoop, bend, perform repetitive hand motions, hear, speak, and possess visual acuity.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment
Personal computer

Paraprofessional Pay Grade: 5

Salary Range: \$10.92 min./ \$13.65 mid./ \$16.38 max.

Days: 226

Wage/Hour Status: Nonexempt

Updated: October 13, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.