



JOB DESCRIPTION
Human Resources Applications Clerk/Technician – Auxiliary Staff

JOB DESCRIPTION:

The Human Resources Applications Clerk/Technician for Auxiliary staff, under the general supervision of the Executive Director for Human Resources and the immediate direction of the Human Resources Director for Auxiliary/Classified Staff, receives, processes, and maintains files and records for auxiliary applicants and auxiliary 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 auxiliary applications, including verifying completeness of files.
3. Responsible for Auxiliary Job Postings.
4. Enters and maintains auxiliary applicant information on the Pentamation System.
5. Maintains auxiliary external and internal applicant lists for vacancies.
6. Copies/submits auxiliary applications upon request for vacancies to principals, directors, and supervisors.
7. Tests applicants for skills tests as required with job postings.
8. Prepares and maintains auxiliary employee service records.
9. Maintains auxiliary employee files.
10. Responds to all requests for verification of employment for auxiliary personnel.
11. Responds to requests from auxiliary employees for copies/viewing of records.
12. Answers general information telephone calls regarding auxiliary vacancies.
13. Responsible for running police clearance on auxiliary applicants.
14. Assists with the sorting of office mail when needed.
15. Assists with maintenance of job descriptions as needed.
16. Assists with the purging of records and coordinates required microfilming of inactive auxiliary records.
17. Cross trains with the Auxiliary Secretary to Human Resources.
18. Back up for paraprofessional and substitute badges.
19. Back up for new employee orientation for auxiliary personnel.
20. 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

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 10, 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.