

SCHOOL DISTRICT OF ALACHUA COUNTY

ASSISTANT -- PERSONNEL SERVICES

JOB DESCRIPTION

JOB CODE: 773290 BARGAINING UNIT ELIGIBILITY: Yes
FLSA: Non-Exempt PAY GRADE: 25
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
(2) Minimum of three (3) years successful clerical experience, including computer data entry.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Personnel Services Department employment procedures. Knowledge of School Board policies as they pertain to job responsibilities. Knowledge of basic office procedures. Ability to operate office machines, including communications equipment. Ability to maintain accurate records. Ability to efficiently handle multiple tasks under pressure and in a fast-passed environment. Ability to maintain confidentiality. Ability to establish and maintain effective working relationships with students, parents, school personnel and the public. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Work-Site Supervisor

JOB GOAL
To provide efficient and effective assistance and clerical support in the operations of the Personnel Services Department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Provide assistance in a variety of employment processing functions in the Personnel Services Department.
*(2) Provide information related to employment procedures to applicants and employees.
*(3) Enter data into Human Resources electronic personnel records.
*(4) Assist applicants with electronic application and document scanning.
*(5) Assist with the New Employee Orientation program.
*(6) Research employment records in response to public records requests, employment verification and employment claims.
*(7) Process fingerprinting for new employees, interns and contractors/vendors.
*(8) Receive FDLE/FBI fingerprint results and maintain records.
*(9) Receive drug test results and maintain records.
*(10) Photograph and process photo ID badges for new employees and contractors/vendors.
*(11) Assemble data for reports.
*(12) Assist with departmental distributions and mailings.

ASSISTANT-- PERSONNEL SERVICES (Continued)

- * (13) Serve on school/district committees as required or appropriate.
- * (14) Adhere to applicable safety standards.
- * (15) Attend all staff meetings and workshops.
- * (16) Assist with maintaining a clean and orderly environment.
- * (17) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (18) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- * (19) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (20) Demonstrate initiative in the performance of assigned responsibilities.
- * (21) Demonstrate support for the school district and its goals and priorities.
- * (22) Exhibit interpersonal skills to work as an effective team member.
- * (23) Follow attendance, punctuality and proper dress rules.
- * (24) Maintain confidentiality regarding school/workplace matters.
- * (25) Maintain expertise in assigned area.
- * (26) Manage time efficiently.
- * (27) Model and maintain high ethical standards.
- * (28) Participate in cross-training activities as required.
- * (29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (30) Prepare all required reports and maintain updated and accurate records.
- * (31) Represent the District in a positive and professional manner.
- * (32) Respond to inquiries and concerns in a timely manner.
- (33) Perform other duties as assigned.
- * (34) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 05

Adopted 8/2/11