

PERSONNEL CLERK II**DEFINITION:**

Under the supervision of the Assistant Superintendent, Human Resources or designee; performs a wide variety of clerical and typing activities involving specific personnel functions including operating the Live Scan equipment. This position may require a flexible schedule to include some evenings as needed for performing Live Scan operations.

DISTINGUISHING CHARACTERISTICS:

Positions in the class are responsible for a wide variety of clerical personnel functions.

QUALIFICATIONS:

Experience: Two years of increasingly responsible and technical clerical work; experience in personnel is desirable.

Education: Equivalent to completion of the twelfth grade.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates and oversees the Live Scan equipment to capture fingerprints for submission to the DOJ and or FBI for volunteers and initial screening as a first step in the on-boarding process for new employees.
- Answers telephones and/or meets with the public, answering inquiries requiring knowledge of personnel services, procedures, and practices.
- May cover the breaks and lunches for the Clerk Typist III/District Receptionist as directed.
- Compiles and tabulates statistical data and provides statistical information as requested, such as the student enrollment reports.
- Types documents, such as letters, charts, forms, booklets, bulletins, handbooks, and lists which may require desk top publishing.
- Maintains filing system for employee and applicant records.
- Provides information and assistance to job applicants and employees regarding vacancies.
- Maintains and updates the applicant tracking system.
- May assist in scheduling applicant interviews.
- May assist in recruitment of applicants in job fairs.
- May assist Administrative Secretary, HR with requisitions, conference forms and various general office duties.
- Performs other duties as assigned.

KNOWLEDGE:

Fundamental principles and practices of school personnel administration; receptionist and telephone techniques; proper English usage, grammar, punctuation and spelling; modern office methods, procedures and practice; basic mathematical calculations.

ABILITIES AND SKILLS:

Perform responsible clerical work with speed and accuracy; prepare and maintain accurate and complete records and reports; communicate effectively with staff, students and the public; operate standard office machines; work cooperatively, tactfully and courteously with employees and the public; type 40 wpm; understand and carry out oral and written directions; essential functions require, with or without the use of aids: mobility to move to counter, files and other areas of the office; sufficient vision to see small print; sufficient hearing to hear normal telephone conversations; sufficient dexterity to write, operate telephone and other office equipment.

PERSONNEL CLERK II**PHYSICAL REQUIREMENTS:**

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.