



EMPLOYEE NAME: \_\_\_\_\_

Revised: 10/12; 5/16; 6/18; 2/19

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Clerk V, Employment Verifications	<b>JOB CODE:</b> 474D
<b>DIVISION:</b> Human Resources	<b>SALARY SCHEDULE:</b> Office Clerical/Technician
<b>DEPARTMENT:</b> Human Resources Systems	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Human Resources Systems	<b>PAY GRADE:</b> Clerk V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Perform all duties for verification of employment for current and former employees; assists the Director with selected clerical functions.	

### REQUIREMENTS:

1.	Educational Level: High School Diploma or GED
2.	Certification/License Required: None
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization; planning; public relations; ability to multi-task; computer literate (especially experience using MS Excel and MS Word)

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Receives, researches, and prepares documents and/or provides verbal verification of salary and/or employment to outside agencies.
3.	Researches employee information using Munis, microfilm, and/or personnel files to clear up any discrepancies which may arise regarding salary/employment information to outside agencies.
4.	Communicates with present and past employees, school secretaries, payroll, compensation, records center, and transportation department by telephone, written, and electronic correspondence concerning verification of present and previous employment.
5.	Maintains a good working relationship with the Teacher Retirement System, Public School Employee Retirement System, Department of Labor, Department of Family and Children services, as well as, mortgage companies, apartment complexes, and other school districts.
6.	Develops and maintains an on-going log and filing system of all activity relating to employment verification.
7.	Works with the payroll department concerning employment history for sick leave calculations for retirement.
8.	Maintains on-going knowledge of laws regarding sick leave and tenure.
9.	Demonstrates proficient use of computer technology utilizing current software programs.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_