EMPLOYEE NAME: _____

Created: 05/22

JOB DESCRIPTION

POSITION TITLE: Clerk V, Background, Badge, and Fingerprinting	**JOB CODE:** 474D
DIVISION: Human Resources	**SALARY SCHEDULE:** Office Clerical/Technician Annual
DEPARTMENT: Employee Relations	**WORKDAYS:** 238
REPORTS TO: Executive Director, Employee Relations	**PAY GRADE:** Clerk V (NC05)
FLSA: Non-Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Assists with the daily functions of the HR Backgrounds, Fingerprinting, and Badge office.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED
2.	Certification/License Required: Upon hire, must obtain and maintain the GCIC Security & Integrity Training Certification
3.	Experience: 2 years of clerical experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills; public relation skills; customer service skills; organization; computer skills

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.	Assists lead HR Representative with office administrative tasks.
3.	Maintains on-boarding supplies for new hires; ensures supplies are ordered and prepares new hire packets.
4.	Assists with organizing and maintaining supplies for fingerprinting terminals and badge station.
5.	Assists with fingerprinting and badge related tasks including running prints for new hires and issuing employee identification.
6.	Maintains confidentiality regarding employees' criminal history and personnel records.
7.	Assists with the filing system for Employee Criminal History records and maintains compliance with the Georgia Criminal History Division (GCIC) for auditing purposes.
8.	Serves as backup for the lead HR Representative when necessary.
9.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____