



EMPLOYEE NAME: _____

Revised: 5/00; 4/01; 7/02; 10/02; 6/03; 11/03; 6/04; 3/07; 10/12;
6/18; 2/19; 4.23

JOB DESCRIPTION

POSITION TITLE: HR Employment Representative	JOB CODE: 474C
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Employment	WORKDAYS: Annual Administrative Employee
REPORTS TO: HR Employment Supervisor	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Perform all clerical duties for the employment process utilized by applicants and District employees.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years of responsible clerical experience
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; computer technology; working knowledge of Georgia Educator Certification requirements; willingness to learn; team player; positive attitude.

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.	Utilizes TalentEd and Munis.
3.	Processes and completes Personnel & Employee Action Forms.
4.	Establishes and maintains personnel files.
5.	Processes incoming mail; responds to emails in a timely manner; prepares and mails outgoing correspondence and information.
6.	Leads and directs new hire employee paperwork sessions.
7.	Exhibits effective verbal and written communication and decision-making skills; possesses understanding and knowledge of HR procedures.
8.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____