

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

PERSONNEL RECORDS SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution or
- (2) Minimum of six years progressively responsible clerical experience – three years in an organized personnel program.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the clerical details of office practices, procedures and methods and of the various phases of personnel administration applicable to School Board certificated personnel. Ability to: assume administrative responsibility; express ideas clearly and concisely, both effectively orally and in writing; deal effectively with officials, department heads, employees and the public; plan, assign, supervise and review work of subordinates. Skill in the application of modern clerical and administrative techniques and practices as they apply to educational personnel administration is required. Demonstrate a working proficiency with personal computers and word processing equipment, calculator, copy machines and telephone.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To provide overall supervision of certificated personnel records pursuant to School Board policies and state regulations; coordinate procedures for employee payment with payroll and data processing departments; provide highly responsible clerical, administrative and supervisory support in an accurate, timely and confidential manner to the Personnel Records Supervisor.

SUPERVISES:

Personnel Clerks

PERFORMANCE RESPONSIBILITIES

- (1) Supervise personnel assigned.
- (2) Supervise application processes and selection; clear appointees for appointment.
- (3) Coordinate procedures for payment of all employees with the payroll and data processing departments according to adopted salary schedules; execute and maintain personnel change forms
- (4) Coordinate procedures for annual reappointment of all employees and issue contracts accordingly (including summer programs).
- (5) Screen extended leave requests in accordance with local School Board policies and state regulations.
- (6) Maintain files of statistical information for research; compile local reports.
- (7) Prepare correspondence for the Assistant Superintendent as directives to schools on various procedures.

Board Approved April 20, 1998
Amendment Board Approved April 15, 2003
Amendment Board Approved May 21, 2013

PERSONNEL RECORDS SPECIALIST (continued)

- (8) Consult with principals and department heads on personnel transactions, procedures, and staffing plans; consult with all employees on personnel matters.
- (9) Prepare information packet of instructional appointments and other transactions for School Board agenda minutes.
- (10) Verify, in writing and on the telephone, any request for employment information. In some cases there is a need for microfilm research for documents to prove prior employment records.
- (11) Maintain check registry; this ensures proper disbursement of all County checks, both instructional and non-instructional.
- (12) Maintain employee medical test records.
- (13) Maintain records for Instructional, Administrative, and Confidential employees who are active participants in sick leave banks; provide information, as needed, to JCEA concerning membership status. Keep a record of any usage and maintain accurate balances.
- (14) Maintain directory information for all employees; compile, type, correct, copy and disperse copies to all school sites and Board members.
- (15) Maintain and keep up-to-date all personnel forms needed for daily procedures. Ensure proper dates, form information, etc., in order to maintain correct files.
- (16) Maintain papers for all substitutes in order to provide the District with a current active substitute list; purge files on an annual basis to keep records accurate and current. Disperse substitute letter to all substitutes in order to keep down unemployment compensation claims and ensure correct substitute records.
- (17) Post all earnings for all non-instructional and instructional employees. File earnings history sheet and leave summary for all employees, even those not full-time.
- (18) Cross-check payrolls returned to the County office for processing.
- (19) Maintain correct leave balances for all employees who are full-time earning benefits.
- (20) Type, disperse and post all vacancies for instructional and non-instructional employees. Send announcements to all school sites and post at the County office.
- (21) Keep records in order and establish all paperwork on all new employees (W-4, retirement, loyalty oath, alien form, personnel record, earnings history and report, job application, TB tests, etc.)
- (22) Utilize a computer terminal as well as a personal computer with appropriate software.
- (23) Use effective, positive interpersonal communication skills.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.
- (25) Other duties assigned by the immediate administrator or supervisor.

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:

Approved Compensation plan, pay grade 24-28
12 months
8 hours per day

EVALUATION:

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

Board Approved April 20, 1998
Amendment Board Approved April 15, 2003
Amendment Board Approved May 21, 2013