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## Human Resources Specialist (Application/Certification)

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- 14. Assist in the employee transfer process.
- 15. Administer testing for clerical and paraprofessional applicants.

### Records, Reports, and Correspondence

- 16. Maintain files for all employees and applicants, including receiving and routing of changes (e.g., name, address changes).
- 17. Enter and update employee information in central database.
- 18. Prepare correspondence, forms, and reports according to district standards and requirements.
- 19. Compile, maintain, and file related reports, records, and other documents required.

### Other

- 20. Maintain confidentiality.
- 21. Make travel arrangements for department.
- 22. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- 23. Coordinate annual teacher job fair travel and registration.

### Supervisory Responsibilities

None.

### EQUIPMENT USED:

Computers, printers, copiers, multi-line phone systems, and calculators

### WORKING CONDITIONS:

#### Mental Demands:

Reading; ability to communicate effectively (verbal and written); ability to manage multiple priorities; maintain emotional control under stress; frequent contact with elementary and secondary staff, and parents, administrators, social services, other outside agencies and the public

#### Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer; frequent phone interactions; frequent interruptions. Able to lift up to 35 pounds.

**Personal Demands:** Occasional prolonged and irregular hours

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Printed Name

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Signature

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Date

Updated 9/11/2018