

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Clerk - Human Resources
Department:	Human Resources
Reports to:	Supervisor of Human Resources
Supervises:	n/a

Description of job:

SUMMARY OF RESPONSIBILITIES:

To contribute to the efficient operation of the Human Resources office by effectively servicing the employee and substitute staffing and record keeping needs of the district.

ESSENTIAL FUNCTIONS:

1. Create and maintain active and inactive personnel and medical files of all applicants and employees.
2. Maintain records of employee evaluations for all staffing groups in the school department. Compile completion summary.
3. Provide Pupil Personnel, Transportation & Food Services on a weekly or bi-weekly basis a list of current tutors and substitutes.
4. Enter all personnel data on the MUNIS personnel system.
5. E-verify all new hires.
6. Report new employees to RI New Hires.
7. File employee accident reports as required through town insurance.
8. Maintain certifications of all current teachers
9. Create correspondence to staff in order to ensure that personnel files are maintained and updated.
10. Verify all PD paperwork for NKESP staff.
11. Verify and process tuition reimbursements for NEANK and NKESP.
12. Post yearly and process substitute applicant information through School Spring and ASEOP.
13. Respond to a variety of information requests from applicants and staff.
14. Sort and distribute mail for the Human Resources Department.
15. Post, maintain and update webpage information as necessary.
16. All other duties and responsibilities assigned by the Supervisor of Human Resources.

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Protective Personal Equipment:	n/a				
Classification:	Sedentary:	Light:	Medium: x	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None: x	Manual:		Automatic:	

Work Environment	
Floor Surface:	Tile or carpet
Inside:	100%
Lighting:	Fluorescent or Incandescent
Vibration:	n/a

PHYSICAL DEMANDS

LIFTING						
Between 20 pounds and maximum of 50 pounds						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Between 20 pounds and maximum of 35 pounds						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		x				
35 – 50 lbs.	x					

PUSHING/PULLING						
Maximum push/pull: 10 lbs						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.	X					
20 – 35 lbs.	X					
35+ lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			

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Squatting		X			
Climbing	X				
Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High School graduate with course work in office procedures, teamwork, problem solving, and planning; one to two years clerical experience in an office environment or equivalent combination of education and experience.

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Technological proficiency in major computer software including Microsoft Office, Word and Excel. Experience with MUNIS, School Spring and ASEOP preferred.

Communication Skills:

Capability of responding simultaneously to a variety of requests from external applicants and internal colleagues, maintaining a high degree of sensitivity and ensuring overall satisfaction as a primary objective. Strong communications skills including excellent diction. Ability to maintain confidentiality on all personnel issues.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized fashion.

Interpersonal and Problem solving skills:

Ability to interface with applicants, staff and members of the public in a pleasing manner. Ability to effectively handle public complaints and issues utilizing a personable problem solving approach.

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Terms of Employment:

Per North Kingstown Educational Support Professional Contract

Evaluation:

Per North Kingstown Educational Support Professional Contract

Date: 3/2016