POSITION DESCRIPTION

TITLE: Personnel Clerk
LOCATION: Administrative Service Center (ASC)
REPORTS TO: Personnel Director
DEPARTMENT: Human Resources

SUMMARY STATEMENT:
Under the general supervision of the Personnel Director, the Personnel Clerk’s primary function is to oversee the applicant pool, monitor job postings for certificated and classified positions, and process volunteer applications for Evergreen Public Schools. In addition, the Personnel Clerk will back up the Substitute Clerk positions and will assist the Substitute Office in a variety of related clerical duties.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with the staff and general public in person, by telephone, via E-mail and in writing.
2. Operate the computer, including scanner, Aesop, Wespac, and substitute Payroll system.
3. Establish and maintain files for the certificated applicant pool, making sure that all information is complete and up-to-date.
4. Answer applicant information, telephone, and e-mail inquiries and requests.
5. Assist applicants in applying for jobs through the on-line application process.
6. Greet and assist potential applicants and staff entering the complex.
7. Monitor job postings for both certificated and classified personnel.
8. Input and retrieve information on the Job Hotline on a daily basis.
9. Input and retrieve information from the applicant database.
10. Order office supplies. Create forms and order Print Shop documents for the Personnel Department as necessary.
12. Track curriculum activities for the district using the Professional Leave calendar.
13. Maintain the green complex conference rooms, and provide assistance with set up of equipment as necessary.
14. Order/stock kitchen supplies as needed, and monitor condition of rooms and equipment.
15. Provide back-up support for Substitute Clerk positions.
16. Sort department mail.
17. Access Pay/Wespac system for developing and maintaining substitute employee records.
18. Post the scheduled meetings held in the large and small green conference rooms.
20. Add completed new substitute certificated and classified employees to the Aesop system, including curricula data.
21. Track Fingerprint Waivers and verify that they are up to date.
22. Input fingerprint data into the Wespac system from the OSPI database.
23. Check criminal history of volunteers via Washington Access to Criminal History (WATCH) Program, track clearance, and mail rejection letters within state required time lines.
24. Maintain the mail/copy room including the copy and fax machines.
26. Assist in preparing various substitute office forms and flyers.
27. Track and proof account codes on time sheets.
28. Process summer payroll input from data entry, make corrections as necessary, and verify corrections before turning information over to payroll.

OTHER RESPONSIBILITIES:
2. Assist and participate in annual Substitute Open House, including preparation of materials, and setup and coordination of site.
3. Check conference room equipment in and out.
4. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Sitting (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable Attendance</td>
<td>Hearing (66-100%)</td>
<td>Standing (Up to 33%)</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
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MENTSAND DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Verbal Communication (66-100%)</th>
<th>Detailed Work (66-100%)</th>
<th>Reading (66-100%)</th>
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<tbody>
<tr>
<td>Confidentiality (66-100%)</td>
<td>Written Communication (33-66%)</td>
<td>Constant Interruptions (66-100%)</td>
</tr>
<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
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Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, 10-key calculator, scanner, copy machines, FAX machine, label maker and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 35-50 wpm.
2. Two years of experience in a related field, or equivalent training.
3. Demonstrated ability to perform on the computer using a Windows environment, including Word, Excel, and Lotus Notes.
4. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Demonstrated ability to file.
7. Demonstrated ability to handle multiple tasks at one time with an eye for detail.
8. Demonstrated ability to maintain confidentiality of sensitive information.
9. Must have a basic math aptitude.
10. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ______________________________________ Date: ________________

District: ______________________________________ Date: ________________
Revised Date: 08/30/2011
Classification: Clerical
Class: Class II
Display on Web? Yes

Personnel Clerk