

# **SCHOOL DISTRICT OF LEVY COUNTY**

## **JOB DESCRIPTION**

### **PERSONNEL CLERK**

#### **QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) One (1) year office experience or combination of education and experience.
- (3) Type at prescribed rate of 35 CWPM.
- (4) Computer proficiency.
- (5) Prefer experience in or knowledge of personnel and/or employee benefits.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of office practices and operation of office equipment. Good written and oral communication skills. Basic English and mathematics skills. Ability to establish and maintain positive working relationships with others. Answer telephone in a courteous and professional manner. Extensive knowledge of State and local personnel and/or employee benefits policies and procedures. Ability to perform required clerical tasks including typing, filing and copying. Ability to utilize computer to accomplish assigned duties. Ability to follow oral and written directions. Demonstrate good organizational and time management skills.

#### **REPORTS TO:**

Director, Personnel

#### **JOB GOAL**

To assist with functions of the personnel office and maximize the services provided to the District.

#### **SUPERVISES:**

N/A

#### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Serve as liaison with the Agents of Record for the Employee Benefit Programs.
- \* (2) Process required personnel paperwork including employee benefit materials.
- \* (3) Relate benefit information to prospective and current employees and retirees.
- \* (4) Maintain and update the District master personnel files.
- \* (5) Establish tracking / follow-up procedures for employee benefit programs.

- \* (6) Assist with fingerprinting new and current employees and other individuals as mandated by Florida Statutes.
- \* (7) Perform tasks required for timely and appropriate completion of all paperwork for new and current employees and retirees.
- \* (8) Assist with maintaining procedures for tracking and completing required information for: Hepatitis B / Bloodborne Pathogens; Drug and Alcohol background screening; new hires for the Division of Unemployment Compensation; and criminal history reports.
- \*(9) Monitor incoming materials regarding policy / administrative changes to ensure that all employee benefit manuals are kept current.
- \*(10) Perform routine typing of correspondence, reports, copying and filing.
- \*(11) Answer telephone, route calls and take messages.
- (12) Greet visitors, answer questions and direct visitors to correct person or location.
- (13) Maintain and order supplies and forms for employee benefit programs and fingerprinting process.
- (14) Handle and distribute mail.
- (15) Process reports required by employee benefit programs, fingerprinting, worker's compensation, student accident and OSHA as directed.
- (16) Assist other employees upon request.
- (17) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(18) Ability to work in a constant state of alertness and safe manner.

#### **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:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

#### **EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**  
**Pay Group II, Educational Staff Professionals Salary Schedule**  
**DOE Job Code 77393 EEO Line 51**  
**Approved by School Board of Levy County 01/18/2005**  
**Revised Board Approval 04/11/2017**