

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Classified Employment Representative **Department:** Central Office

Grade **H**
H.P.D. **8**
D.P.Y. **260**

Job Description

Date Reviewed: December 2007

Reports To: Human Resources Director

Purpose of Job

The purpose of this job is to support the component of the CMCSS District Strategic mission to recruit, select and retain quality classified staff. This will be accomplished through administrative support to the CHRO, HRD and classified team/process. The most important function of this position is to create a culture of uncompromised customer service to our internal and external customers.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Create a customer first culture that establisher's customer service as the CMCSS competitive advantage.

Communicate and coordinate with other departments involved in the in-processing of new classified employees, transfers, resignations, retirements and position control numbers.

Preparing for in-processing meeting to include confirming complete applications, collecting any missing supporting documents and preparing new employee packets.

In-process new classified employees to include: verification of eligibility to work in the United States (I-9 form), discussion with and distribution of information for salary, direct deposit, tax information, fingerprints, ID badge, physical results, calendars, job description, sick/personal leave, On Site clinic and other information.

Initiate and manage all Munis functions and transactions related to new and existing classified employees.

Assist in the “recall” process for classified employees that are laid off in the event of budget cuts.

Attend recruitment fairs along with or in place of Staffing Coordinator.

Serves as back up to other Classified Team members and HR Department members as needed.

Prepares and/or generates correspondence, letters, memoranda, forms, reports and other documents via computer and/or typewriter.

Prepares departmental files; maintains files of applicants, employees, and departmental records.

Copies and distributes correspondence, memoranda, reports and other related materials.

Use knowledge of various software programs to operate a computer in an effective and efficient manner.

Responds to requests for information or assistance from officials, members of the staff, the public or other individuals.

Communicates promptly and effectively with customers over the phone, in person and in written correspondence.

Establish and maintains effective working relationships.

Convey a positive and professional image to applicants and employees.

Maintain the highly confidential nature of human resources work.

Collect, compile and analyze information and data, and interpret and apply laws, ordinances, and policies.

Maintain applicant pool for classified staff to include providing list for all Principals as well as supervisors who have position vacancies.

Retrieve school equipment, uniforms, keys, and ID badge from classified employees leaving the school district.

Prepares evaluations and paperwork for salary increases.

Prepares and reports personnel actions to the Director of Schools for approval.

Maintains all classified employee job descriptions, classification chart and updates as necessary.

Maintains electronic vacancies for classified staff.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma (or GED) required, with two years office experience required. Experience in a school setting or Human Resources office preferred.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Human Resource practices as they pertain to the performance of duties relating to the job of Classified Employment Representative. Has considerable knowledge of Human Resource practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which includes a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Classified Employment Representative. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Classified Employment Representative.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions,

guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Classified Employment Representative.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date