

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

Job Title: Human Resources Associate

Department: Central Office

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

Job Description

Date Reviewed: September 2010

Reports To: Assistant Human Resources Director

Purpose of Job

The purpose of this job is to be the initial contact for all interested and pending applicants to the school district. This job will provide premier customer service to these applicants and assist them and the HR Certified & Classified team with their processing.

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.

Provides first class customer service to potential and current applicants through answering application questions, assisting with application paperwork and “selling” the benefits of the district.

Acts as key member of the employment recruiting team to help identify potential applicants for available and future certified positions.

Attends job fairs both in and out of state as needed to help “sell” CMCSS to prospective applicants.

Assists with the implementation of the CMCSS strategic plan for Recruiting and Retention.

Reviews certified & classified employment applications through applicant tracking in order to proactively identify applicants in high need areas and to offer an initial welcome and introduction to the process.

Gathers application paperwork and evaluates the applicants based on a grading scale and assigns grade to each, and maintains file of applicants A-Z.

Oversees the administration and scheduling of Ventures screening interviews for certified staff and maintains contact with the Ventures cadre of interviewers.

Provides verification of prior teaching experience of former certified staff

Assists with the replacement of certified and classified employee ID badges.

Administers the disposition of personal leave days for certified staff.

Tracks fingerprinting for newly hired employees and ensures compliance with TN law and CMCSS policy. Acts as a backup for fingerprint registration.

Collects appropriate documentation for name changes and makes changes to personnel file, and Munis.

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

Answers the telephone; provides information; takes and relays messages and /or directs calls to appropriate personnel; returns calls as necessary.

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

Ensures Leave of Absence forms are completed accurately and processed as needed.

Maintains the highly confidential nature of human resources work.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma (or GED) required, with 2 years of general office experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Experience in the Human Resources Department or school system 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 Human Resources Associate. Has considerable knowledge of Human Resource practices as necessary in the completion of daily responsibilities to include a focus on up to date recruiting trends and practices. Exhibits an uncompromised focus on customer service while completing all

job 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 Human Resources Associate-Certified. 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 Human Resources Associate-Certified.

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 Human Resources Associate-Certified.

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