



# JOB DESCRIPTION

<b>Number: 43073</b>	<b>Title:</b>	<b>Clerk I – Employment Services</b>	
<b>Nature of Position</b>	This position is responsible for performing clerical and secretarial duties for applicants, new employees, and existing employees concerning employment services and to the department staff with data, files, and clerical duties.		
<b>Reports To</b>	<b>Title: Manager, Classified Staffing</b>		
<b>Education</b>	<b>Required</b>	<ul style="list-style-type: none"> <li>High school diploma</li> </ul>	
	<b>Preferred</b>	<ul style="list-style-type: none"> <li>Coursework or training in business skills or office management</li> </ul>	
<b>Experience, Skill, and Certification</b>	<b>Required</b>	<ul style="list-style-type: none"> <li>At least two years of work experience in a business office that involves direct customer contact, data entry, and the organization and maintenance of data and files</li> <li>Work experience with Microsoft Office (particularly Word and Excel) as well as other software products and standard office machinery</li> <li>Excellent oral and written communication skills, including the ability to draft responses to correspondence or to deliver information</li> </ul>	
	<b>Preferred</b>	<ul style="list-style-type: none"> <li>Experience in a human resource office</li> </ul>	
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>Receives and responds to all walk-in customers and departmental telephone calls regarding employment or concerns. Refers calls or customers to other staff if necessary.</li> <li>Performs assigned data entry functions; serves as backup for KRONOS timekeeping system data entry clerk.</li> <li>Verifies employment data; completes mandated district, state, and federal forms; and processes security checks and drug screening of candidates.</li> <li>Maintains supply of all departmental forms in easy-to-find filing system; assist with the preparation of benefits packets for new hires.</li> <li>Maintains employment departmental records and files, including spreadsheets, scanned documents, and other electronic and paper files.</li> <li>Assists with the preparation and completion of reports as requested.</li> <li>Maintains departmental supplies and storage area.</li> <li>Assists with the processing and orientation of substitutes, certificated employees and new classified employees.</li> <li>Drafts responses to correspondence as appropriate.</li> <li>Performs all other duties as necessary for the effectiveness of the department.</li> </ol>		
<b>Terms of Employment</b>	Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. The work calendar will be 250 days. (G-7) Non-Exempt Revised 07/2018		
<b>Approvals</b>	<b>Director Level</b>		<b>DATE</b>
	<b>Chief Level</b>		<b>DATE</b>
	<b>Human Resources</b>		<b>DATE</b>
	<b>Superintendent</b>		<b>DATE</b>



# JOB DESCRIPTION SUPPLEMENT

**Number: 43073**

**Title: Clerk I – Employment Services**

**Non-Essential  
Responsibilities**

A responsibility is considered to be "non-essential" (for the purposes of compliance with the Americans with Disabilities Act) if:

- it is shared between multiple incumbents in the job; or
- it could be performed by an employee in another job within the workgroup.

Note the responsibility number from the list in the "Duties and Responsibilities" section for those responsibilities that could be considered "non-essential" based on this definition.

None

**Physical and  
Sensory Demands**

Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.

**OFFICE** Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.

**CLASSROOM** Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.

**EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS**  
(Check any that apply to this job and complete the required information.)

- Occasional heavy lifting of up to 25 pounds
- Frequent climbing up to \_\_\_\_\_ feet, and/or working on building roofs.
- Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.
- Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.
- Sitting or standing for extended periods with no control over rest periods.
- Other: \_\_\_\_\_