

Classified Salary Schedule
Range I

POSITION CONTROL CLERK

DEFINITION

Performs clerical and secretarial skills to assist the Human Resources department with data entry, data base management, and clerical duties.

EXAMPLES OF DUTIES

- Maintains district personnel databases
- Researches and generates reports for Human Resources/Child Welfare and Attendance and Payroll Department
- Assists with the postings of new positions and monitoring of applicants
- Assists with the maintenance of the personnel files including filing and archiving
- Assists with the maintenance of the certificated, classified and payroll databases
- Assists with Child Welfare and Attendance in maintenance of SARB and pre-SARB data collection
- Acts as a liaison between the payroll and human resource departments.
- Assists with filing of employee sick forms and vacation leave requests.
- Records and files employee evaluations
- Prepares reports for District and Site administration regarding status of employee evaluations and hiring process
- Other duties as needed for the clerical assistance of the Human Resources and Child Welfare and Attendance Department

REQUIRED QUALIFICATIONS

Education:

- High School Diploma or equivalent completion of the twelfth grade (GED)

Experience:

- Computer experience familiar with working with databases and spreadsheets

DESIREABLE QUALIFICATIONS

Knowledge of:

- FileMaker or Access database software
- Excel or Google Sheets software
- Correct English usage, spelling, grammar, punctuation and composition
- Modern office organization, procedures and practices
- Record keeping techniques

Ability to:

- Work independently of direct supervision
- Compile, aggregate, and disaggregate data from multiple spreadsheets
- Understand, perform, and give oral and written instructions
- Maintains cooperative working relationships with those contacted in the workplace.

SUPERVISION

Works under the supervision of the Assistant Superintendent of Human Resources