

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

PERSONNEL AIDE

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.

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 policies. 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) Process applications, mail applications to prospective employees, review applications to ensure completeness, send out acknowledgments, file applications, and type pertinent correspondence.
- * (2) Relate job information to prospective employees.
- (3) Assist, if needed, with any District required tests for prospective employees.
- * (4) Maintain and update the District master personnel files.
- (5) Assist with the process of District issued certificates.
- * (6) Establish tracking / follow-up procedures for evaluation, contract and certificate status of all employees.
- * (7) Perform tasks required for timely and appropriate completion of all paperwork for new employees and substitutes.
- * (8) Establish 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 personnel manuals are kept current.
- *(10) Perform routine typing of correspondence, reports, purchase orders, copying and filing.

PERSONNEL AIDE (Continued)

- (11) Verify prospective employee application information and current employee retirement status.
- *(12) Answer telephone, route calls and take messages.
- *(13) Serve as office receptionist, greet visitors, answer questions and direct visitors to correct person or location.
- (14) Maintain office inventory, order supplies and forms.
- *(15) Handle and distribute mail and courier.
- (16) Process reports required by worker's compensation, student accident and OSHA as directed.
- (17) Assist other employees upon request.
- (18) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(19) 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

Revised Board Approval 04/11/2017