

POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Clerical Specialist</i>	DIVISION: <i>Legal Division</i>	DEPARTMENT: <i>Human Resources</i>
WORKING TITLE: <i>Human Resources Assistant</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>704203 Personnel Officer 3</i>	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>12113</i>	PCN: <i>704204</i> PAY RANGE: <i>10</i>	REVISION DATE: <i>1/19</i>
EQUIPMENT USED: <i>telephone printer shredder fingerprint equipment fax machine computer /laptop copying machine scanner photo ID equipment</i>		
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus 3 mos. exp. in office practices and procedures; or equivalent.</i>		
PREFERRED: <i>High school graduate or equivalent; 2 year clerical experience; experience in Human Resources is desirable; good communication, public relations and organizational skills; ability to handle confidential and sensitive Human Resources information; computer exp., including knowledge of Windows 2016 and Word computer software; must possess or acquire Notary Public commission within 6 months of employment.</i>		
PURPOSE: <i>Provides support to the Human Resources Department by performing specialized clerical-related duties. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency & Wellbeing for the families served by the agency"</i>		
	JOB DUTIES:	
40%	<i>Performs receptionist duties by answering, screening and directing telephone calls, ordering office supplies; answers routine inquiries; greets the public, visitors and applicants; verifies employment; schedules interviews, performs Notary duties for new applicant's schedules conference room and maintains the department calendars.</i>	
25%	<i>Opens, sorts and distributes the department mail; logs in applications, sends out acknowledgement cards and files accordingly; logs in job bids, looks up seniority date of staff and notes on the job bid, copies job bids and gives to appropriate recruiter and sets up and maintains job bid files. Maintain annual compliance recruiting spreadsheets and TB testing tracking. Assists the Departments leadership with mass communication and maintains the Department newsletter.</i>	
15%	<i>Assists Personnel Officers with pre-employment screenings; processing fingerprints, background checks, applicant testing, external public record request, internal and external employment verifications and miscellaneous duties as requested.</i>	
10%	<i>Performs photocopying of job postings, disciplinary hearing materials, investigation materials, unemployment request etc.; faxes or mails requested items such as position descriptions, applications, medical releases, ID badges, etc. and types routine correspondence such resignation letters, business card verification requests and submits to purchasing.</i>	

<p>5%</p> <p>5%</p>	<p><i>Organizes material for filing in personnel files and purges files as appropriate; pulls and prepares personnel files for review and returns them to the file; maintains filing of documents for personnel files.</i></p> <p><i>Performs other related duties as assigned.</i></p> <p><i>*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.</i></p>	
<p>List no. of positions and Class Titles of positions supervised</p> <p>N/A</p>	<p>_____</p> <p>Signature of Agency Representative</p>	<p>_____</p> <p>Date</p>