



Job Title: Human Resources Aide

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 18

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide responsible administrative support to all areas of the Human Resources Department.

ESSENTIAL JOB FUNCTIONS

- Performs a wide range of routine to moderately complex administrative tasks assisting with daily operations and efficiency of the Human Resources Department, e.g., types correspondence; Acts as liaison; Receives, organizes, and distributes departmental documents.
- Receives public inquiries and concerns, directing it to the appropriate individual or department.
- Provides backup support for the coordination and maintenance various departmental and employee files.
- Schedules, assists, and coordinates various administrative functions in support of hiring processes.
- Assists individuals in completing various applications and forms.
- Processes new hire paperwork for accuracy and completeness.
- Provides interpretation of rules, policies, and procedures related to general personnel employment.
- Receives human resources inquiries and concerns from employee and various departments; through friendly, professional customer service skills, ascertains the nature of the requests; provides assistance or directs to the appropriate resource; provides backup support for verification of employment.
- Maintains employee badge storage and dissemination.
- Maintains open and effective communication with all levels of employment for the dissemination of information and effective departmental operations.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent.
- Two (2) years of responsible experience in human resources.

- Requires State of Florida Notary Public License.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of applicable state and departmental policies, procedures, regulations, rules, and acts governing the processing of personnel actions.
- Requires the ability to display knowledge of business English, spelling, punctuation, and modern office practices and procedures.
- Requires the ability to display knowledge of recordkeeping methods, practices, and procedures.
- Requires the ability to display knowledge of the use of specified computer applications involving data entry and standard report generation.
- Requires the ability to display interpersonal skills necessary to effectively interact with internal staff, administrative officials, and the general public.
- Requires the ability to display knowledge of routine word processing and a familiarity with computer operations.
- Requires the ability to develop effective working methods and procedures.
- Requires the ability to interpret, explain, and apply laws, rules, policies, and regulations.
- Requires the ability to assemble and organize data and preparing reports from such data.
- Requires the ability to meet and deal with the public in an effective, courteous, and cooperative manner.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crouching, grasping, fingering, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, talking, walking, visual acuity, and speaking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: