

## Santa Maria-Bonita School District PERSONNEL CLERK II

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, perform a variety of responsible and technical personnel clerical functions and activities; assist in the planning, organization, and conduct of recruitment, selection and employment processes; assist in the planning, organization, development and maintenance of a comprehensive personnel record management, storage and retrieval system.

### **REPRESENTATIVE DUTIES**

Perform a variety of technical personnel clerical functions, including employee recruitment and selection, personnel employment processing and other related functions and activities**E**; set up new employee records according to established procedures**E**; participate in recruitment and examination processes including the development of vacancy notices, bulletin distribution, applicant notification, reference checks, process monitoring, examination scoring, interview scheduling and development of employment eligibility listings**E**; establish employee records for new hires**E**; review requests for new personnel and personnel replacements and assist managers and supervisors**E**; prepare posting and process applications**E**; review and preliminarily screen applications to assure application completeness and that applicants meet minimum qualification standards**E**; process applications for credentials, renewals, permits, certificates and supplementary authorizations**E**; apply for waivers, appeals or emergency credentials as needed**E**; verify and communicate various payroll information including leaves, absences and related information**E**; follow up on discrepancies according to established procedures**E**; communicate with various District departments and outside organizations to exchange information, resolve issues or concerns and coordinate activities**E**; independently respond to routine correspondence, memoranda and requests for information and data**E**; lead and coordinate the work of clerical assistants**E**; operate a computer, calculator, typewriter, copier and other standard office equipment**E**; analyze, review and interpret legal mandates, policies, regulations and guidelines to assure that the District personnel management system is pursued in an effective and efficient manner; assist in the planning, development, implementation and maintenance of manual and automated record management, storage and retrieval systems; assist in the planning, organization and conduct of personnel orientation, staff development and inservice training programs as required; perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### Knowledge of:

Methods, trends, strategies and techniques pertaining to a comprehensive personnel management system;  
Methods, procedures, terminology and techniques pertaining to personnel record management, storage and retrieval systems;  
Standard office practices, procedures and equipment;  
Legal mandates, Board policies, regulations and operational procedures and guidelines pertaining to personnel management functions and activities;  
Credentialing requirements.

#### Ability to:

Interpret and apply technical personnel operational procedures, policies, rules, regulations and legal provisions;  
Perform, organize and pursue a variety of complex personnel functions;  
Review, abstract and compile comprehensive management reports, including sensitive and confidential information;  
Communicate effectively both orally and in writing;  
Operate office machines including a computer and applicable software to enter data, maintain records and generate reports;  
Type 50 words per minute;  
Understand and follow oral and written directions;  
Establish and maintain cooperative working relationships with others;  
Read, interpret, apply and explain rules, regulations, policies and procedures.

(continued)

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: Graduation from High School supplemented by training or coursework in personnel management, business office procedures or closely related field and three years of responsible and technical personnel clerical experience.

**WORKING CONDITIONS**

Environment:

Office environment.

Physical Abilities:

Sitting for extended periods of time;

Dexterity of hands and fingers to operate a computer keyboard;

Hearing and speaking to exchange information;

Seeing to read various materials.

Kneeling or crouching, reaching overhead, above shoulders and horizontally and bending at the waist to store and retrieve files.

Approved: 02/25/98

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