



Longview Independent School District

JOB DESCRIPTION

HUMAN RESOURCES RECORDS OFFICER

JOB TITLE:	Human Resources Records Officer	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Human Resources	TERMS:	226 Days
DEPARTMENT:	Human Resources	PAY GRADE:	Clerical/Para 7

PRIMARY PURPOSE:

Organize and manage records systems and files in areas of specialization, current vacancies, and current position count and board list of personnel action in accordance with count schools records management system

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
Business school, preferred

Special Knowledge/Skills:

- Proficient skills in typing, word processing, and file maintenance
- Excellent communication and interpersonal skills
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing

Experience:

Three years secretarial experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

1. Ensure accuracy and completeness of personnel files
2. Ensure all new employees complete the required paperwork pertaining to personnel
3. Process Educational Aide Certificates
4. Assist in budget preparation



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Process monthly payroll calculation for all new, terminated, or employee changes
6. Maintain position control database, update and maintain personnel data base
7. Assist with records audit process
8. Data entry of all new employees and update of all changes
9. Process all employee contracts and salary addendums
10. Ensure confidentiality of all personnel records
11. Maintain records systems and file in areas of specialization, current vacancies, current position count and board list of personnel action in accordance with count schools records management system
12. Process request for salary upgrade for supervisor's approval and may assist with preparation of new salary scales for selected employees
13. Provide compensation office with employee information such as contract, change of status and termination data
14. Respond to request for general or procedural information from school division officials, employees' applicants, and the general public
15. Organize, research, and prepare reports in accordance with state and local requirements
16. Supervise reference services of or inactive and archival records
17. Comply with district policies, as well as state and federal laws and regulations
18. Adhere to the district's safety policies and procedures
19. Maintain confidentiality in the conduct of district business
20. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
21. Demonstrate regular and prompt attendance
22. Other duties as assigned



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SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020