



Longview Independent School District

JOB DESCRIPTION

HUMAN RESOURCES RECORDS AND SUPPORT SPECIALIST

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

PRIMARY PURPOSE:

Enter all data including personnel, budget, and demographics into computer databases and respond to various employees and entity requests for auxiliary employees

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
Bachelor's degree preferred
Bilingual, preferred

Special Knowledge/Skills:

- Proficient use of personal computer and software program to develop spreadsheet and databases
- Excellent typing, keyboarding, file maintenance, and 10-key skills
- Ability to meet established deadlines

Minimum Experience:

Two years data entry experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Enter alphabetic, numeric, or symbolic data from source employment documentation using personal computer
2. Key and verify results according to procedures provided
3. Recognize and correct errors in original data prior to processing



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Prepare exit report annually as well as the employee compensation report to present to the board
5. Recognize deficiencies in source documents and return them to originator for correction
6. Provide employment verification
7. Print reports using database information obtained from personnel and payroll databases
8. Create forms and templates, prepare internal and external correspondence for office and district use
9. Provide back-up assistance to the office staff
10. Assist with filing and maintaining storage files in departmental vault
11. Work very closely with all departments in using the district's time management software program
12. Maintain the departmental website with current information at all times; present a consistent visual image on the department's web site by promoting uniform fonts, formatting, icons, images, layout techniques, and modularization
13. Transform departmental forms into online forms to be used on the district websites for employee use
14. Maintain and update employee online evaluations for the Human Resources department
15. Develop graphic material including web-related, publications, and marketing
16. Comply with district policies, as well as state and federal laws and regulations
17. Adhere to the district's safety policies and procedures
18. Maintain confidentiality in the conduct of district business
19. 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)
20. Demonstrate regular and prompt attendance
21. 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