EMPLOYEE NAME: ______________________

Revised: 5/00; 4/01; 7/02; 10/02; 6/03; 11/03; 6/04; 3/07; 10/12; 6/18; 2/19

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE: HR Representative</th>
<th>JOB CODE: 474D</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION: Human Resources</td>
<td>SALARY SCHEDULE: Office Clerical/Technician Annual</td>
</tr>
<tr>
<td>DEPARTMENT: Employment</td>
<td>WORK DAYS: 238</td>
</tr>
<tr>
<td>REPORTS TO: HR Supervisor</td>
<td>PAY GRADE: Rank V (NC05)</td>
</tr>
<tr>
<td>FLSA: Non-Exempt</td>
<td>PAY FREQUENCY: Monthly</td>
</tr>
</tbody>
</table>

PRIMARY FUNCTION: Perform all clerical duties for the employment process utilized by applicants and District employees.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 2 years of responsible clerical experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; organization; planning; public relations; computer technology; working knowledge of Georgia Educator Certification requirements; willingness to learn; team player; positive attitude.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Utilizes TalentEd and Munis.
3. Processes and completes Personnel & Employee Action Forms.
4. Establishes and maintains personnel files.
5. Processes incoming mail; responds to emails in a timely manner; prepares and mails outgoing correspondence and information.
6. Leads and directs new hire employee paperwork sessions.
7. Exhibits effective verbal and written communication and decision-making skills; possesses understanding and knowledge of HR procedures.
8. Performs other duties as assigned by appropriate administrator.

Signature of Employee ___________________________ Date _____________________

Signature of Supervisor _________________________ Date _____________________