

EMPLOYEE NAME: _____

Revised: 10/12; 6/18; 2/19

JOB DESCRIPTION

POSITION TITLE: HR Representative, Fingerprints and ECHs	JOB CODE: 474A
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Human Resources Systems	WORK DAYS: 238
REPORTS TO: Director, Human Resources Systems	PAY GRADE: Clerk VIII (NCT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Perform functions related to fingerprinting and ECHs; maintains fingerprint and ECH records.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED
2.	Certification/License Required: Must be able to obtain and maintain the GCIC Security & Integrity Training Certification
3.	Experience: 5 years clerical experience required; experience in a law enforcement or judicial setting preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, ability to work independently, organization, and computer skills

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.	Reviews Employment Criminal History reports to verify that applicants meet the criminal history guidelines.
3.	Reviews Driver History reports to verify that applicants meet standards/guidelines for operating county owned vehicles.
4.	Maintains a filing system of ECHs, driver histories, and reports.
5.	Maintains awareness of changes in guidelines for clearance of ECHs and Driver Histories.
6.	Contacts appropriate law enforcement agencies and/or Human Resources personnel regarding questions related to ECHs, and Driver Histories.
7.	Fingerprints employees and submits prints to GBI for review and processes information when the reports are returned.
8.	Communicates with employees and/or agencies appropriately in person, by telephone, and in writing. Fields questions regarding routine business in the absence of administrator.
9.	Maintains confidentiality regarding employees' criminal history and personnel records.
10.	Makes ID badges for employees of the District.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____