**EMPLOYEE NAME:** ________________________________

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

# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Records File Clerk</th>
<th>JOB CODE:</th>
<th>474E</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION:</td>
<td>Human Resources</td>
<td>SALARY SCHEDULE:</td>
<td>Office Clerical/Technician Annual</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Human Resources Systems</td>
<td>WORK DAYS:</td>
<td>238</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Director, Human Resources Systems</td>
<td>PAY GRADE:</td>
<td>Clerk IV (NC04)</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Non-Exempt</td>
<td>PAY FREQUENCY:</td>
<td>Monthly</td>
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</tbody>
</table>

**PRIMARY FUNCTION:** Perform functions relating to maintenance of the School District’s records and personnel files while retaining security and confidentiality related to the personnel documents.

**REQUIREMENTS:**

1. Educational Level: High School Diploma or GED
2. Certification/License Required: None
3. Experience: Zero to two years general clerical experience.
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities, frequent standing, bending, kneeling and reaching; must be able to lift at least 20 pounds
5. Knowledge, Skills, & Abilities: Written and oral communication, filing, organization and computer technology (MS Office)

*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. Labels and maintains personnel records.
3. Files documents in personnel records in an accurate and timely manner.
4. Maintains employees’ annual contract files.
5. Requisitions personnel files from storage facilities.
6. Maintains files related to the Employment Eligibility Verification Program.
7. Maintains, prepares and ships termination files.
8. Responds to requests for personnel files.
9. Assists with the use and maintenance of equipment in the records room.
10. Assists with verification of Cobb County School District work experience and salary when needed.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________________________ Date ______________________________

Signature of Supervisor _________________________________________ Date ______________________________