

JOB DESCRIPTION

POSITION TITLE: Clerk, Support Services	JOB CODE: 474C
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Support Services	WORKDAYS: Annual Administrative Employees
REPORTS TO: Assistant Director, Support Services	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides stakeholder support concerning to questions, concerns, and claims as they relate to Risk Management/Workers Compensation and Retirement while also maintaining a thorough working knowledge of processes, procedures, and information in current software.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 or more 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; intermediate or better skills in Excel, Word and other software; excellent customer service skills; excellent work organization and multi-tasking 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.	Inputs worker compensation claims in system.
3.	Researches employee information using Munis and/or personnel files to clear up any discrepancies which may arise regarding employment information to outside agencies.
4.	Assists the Retirement Specialist with processing regular and disability retirement for employees.
5.	Helps to process loan and withdrawal paperwork for the district's retirement plan (403b/457).
6.	Returns phone calls and e-mails from employees regarding risk management and retirement questions.
7.	Assists with answering phones, routing interdepartmental mail and faxes.
8.	Demonstrates proficient use of computer technology utilizing current software programs.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____