

EMPLOYEE NAME: _____

Revised: 10/12; 6/18; 8/19; 5/23

JOB DESCRIPTION

POSITION TITLE: Clerk 7, Employee Relations	JOB CODE: 474B
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Employee Relations	WORKDAYS: Annual Administrative Employee
REPORTS TO: Executive Director, Employee Relations	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs all clerical duties that relate to the Employee Relations office; provides clerical support for Director and Investigators.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 3 years of responsible secretarial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing; word processing; Microsoft Office; customer service; maintains confidentiality; team player

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.	Retrieves and processes incoming mail, provides customer service; answers phones.
3.	Maintains calendars for Director, Investigation Supervisors, and Investigations Managers.
4.	Maintains supply inventory and manages office equipment; processes travel reimbursement and vendor invoices.
5.	Prepares and maintains employee investigative files, uploads documents to Case Management System.
6.	Enters cases in Case Management System and manages until investigation is finalized.
7.	Prepares and sends employee disciplinary correspondence to employees and the GA PSC.
8.	Communicates with and assists the District's attorneys, the PSC, Educator Associations, Law Enforcement, DFCS, and other agencies.
9.	Prepares and sends correspondence to employees regarding ADA accommodation requests, EEO complaints, non-renewal, and Fair Dismissal Hearings.
10.	Obtains data and produces reports upon request.
11.	Utilizes Human Resources Database to enter and retrieve employee information to include printing applications, references and completing Employee Actions Forms upon request.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____