

EMPLOYEE NAME: \_\_\_\_\_

Revised: 10/12; 6/18; 2/19; 8/19;9/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> HR Representative, Fingerprints and ECHs	<b>JOB CODE:</b> 474A
<b>DIVISION:</b> Human Resources	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Recruitment, Retention & Workforce Analytics	<b>WORKDAYS:</b> Annual Administrative Employee
<b>REPORTS TO:</b> Executive Director Employee Relations & Evaluations	<b>PAY GRADE:</b> Clerk VIII (NCT8)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Perform functions related to fingerprinting and ECHs; maintains fingerprint and ECH records.	

#### REQUIREMENTS:

1.	Educational Level: Bachelor's degree or its equivalency, a combination of experience and education may be used to meet the bachelor's degree requirement
2.	Certification/License Required: Must be able to obtain and maintain the GCIC Security & Integrity Training Certification
3.	Experience: Clerical experience required; experience in a law enforcement, judicial setting, or fingerprinting/background check 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 \_\_\_\_\_