JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>HR Employment Representative</th>
<th>JOB CODE:</th>
<th>474C</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION:</td>
<td>Human Resources</td>
<td>SALARY SCHEDULE:</td>
<td>Office Clerical/ Technician Annual</td>
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<tr>
<td>DEPARTMENT:</td>
<td>Employment</td>
<td>WORKDAYS:</td>
<td>Annual Administrative Employee</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>HR Employment Supervisor</td>
<td>PAY GRADE:</td>
<td>Rank VI (NC06)</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Non-Exempt</td>
<td>PAY FREQUENCY:</td>
<td>Monthly</td>
</tr>
<tr>
<td>PRIMARY FUNCTION:</td>
<td>Perform all clerical duties for the employment process utilized by applicants and District employees.</td>
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REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 2 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; organization; planning; public relations; computer technology; working knowledge of Georgia Educator Certification requirements; willingness to learn; team player; positive attitude.

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. Utilizes TalentEd and Munis.
3. Processes and completes Personnel & Employee Action Forms.
4. Establishes and maintains personnel files.
5. Processes incoming mail; responds to emails in a timely manner; prepares and mails outgoing correspondence and information.
6. Leads and directs new hire employee paperwork sessions.
7. Exhibits effective verbal and written communication and decision-making skills; possesses understanding and knowledge of HR procedures.
8. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________ Date __________________

Signature of Supervisor __________________________ Date __________________