

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
CLASSIFIED JOB DESCRIPTION**

**Job Title: Human Resources Associate      Department: Central Office  
Classified Applications**

**Grade H  
H.P.D. 8  
D.P.Y. 260**

**Job Description**

**Date Reviewed: July 2018**

**Reports To: Classified Employment  
and Substitute Coordinator**

**Purpose of Job**

The purpose of this job is to be the initial contact for all interested and pending classified applicants to the school district. This job will provide premier customer service to the classified applicants and assist them and the Human Resources Department and Classified team with the processing of the application.

**Essential Duties and Responsibilities**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides first class customer service to potential, current, and past classified applicants.

Answers application questions and assists classified applicants via telephone, e-mail, and walk-in applicants at Central Office.

Post/Remove Classified Vacancies on the district website.

Reviews and maintains classified employment applications through the applicant tracking system.

Collects and processes required supporting documentation for classified applications and maintains documents in the applicant tracking system.

Administers required computer testing for current employees and Classified Applicants.

Reviews legal information provided on application and collects required documentation if necessary.

Receives recommendations to hire and confirms all required documentation is present.

Acts as key member of the employment recruiting team to help identify potential applicants for available and future classified positions.

Attends job fairs both in and out of state as needed to help “sell” CMCSS to prospective applicants.

Attends Bus Driver/Aide Interest Sessions to schedule fingerprint appointments and provide application support.

Tracks job fair data monthly by position

Conducts application support sessions to provide one on one assistance with application completion.

Identifies recruitment opportunities for classified positions

Tracks and analyzes retention data for classified positions by position type

Identifies position trends and hiring seasons, plans recruitment opportunities accordingly

Provides back-up support for the Classified Representative positions.

Provides back-up support for the HR Associate for Certified Applications.

Provides assistance and support to principals for Recruit and Hire and Classified Applicants.

Assists in various In-Service training and staffing presentations.

Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents via computer.

Answers the telephone; provides information; takes and relays messages and /or directs calls to appropriate personnel; returns calls as necessary.

Responds to routine requests for information or assistance from officials, members of the staff, the public or other individuals.

Maintains the highly confidential nature of human resources work.

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma (or GED) required, with six months of general office experience and bookkeeping; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and Human Resource practices as they pertain to the performance of duties relating to the job of Human Resources Associate-Classified Applications. Has general knowledge of Human Resources practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Human Resources Associate-Classified Applications. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with

and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Human Resources Associate-Classified Applications.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**