

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Administrative Assistant II -
Human Resources

Department: Central Office-Human Resources

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

Job Description

Date Reviewed: July 2023

Reports To: Chief Human Resources Officer

Purpose of Job

The purpose of this job is to provide excellent customer service to external and internal clients and perform administrative functions to support the Human Resources Department as a whole. Maintains high level of confidentiality with all aspects of communication and the HR function

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.

Creates customer first culture within the HR Dept. and CMCSS.

Maintains tracking sheet for all pre-online Leave of Absence portal leave requests, returns and employees previously on Leave of Absence.

Processes all leaves of absences for the district including FMLA, non-FMLA, military service, Covid, maternity, advanced educational and "other" leaves via the online Leave of Absence portal and MUNIS personnel actions as well as adjusts leave of absences where needed such as date, type of leave and telework corrections.

Creates and distributes all leave of absence-related correspondence including confirmation/denial letters to the employee, supervisors and human resource personnel using the online Leave of Absence portal.

Processes Personal Leave Requests for Staff Development Days and distributes confirmation/denial letters to employees and supervisors via email.

Serves as main point of contact for employment verification and related employee information requests.

Handles sexual misconduct/abuse disclosure releases on former employees for out of state school districts.

Handles and works closely with both the Benefits and Payroll Departments on employment verifications related to VA claims.

Processes experience verification forms as requested.

Prepares routine and confidential correspondence, letters, memoranda, forms, reports and other documents and disseminates appropriately.

Serves as custodian of official employee personnel files, both paper and digital, prepares copies as requested and ensures files are in compliance with local policy and applicable laws. Prepares invoices and ensures payment for prepared copy requests where applicable and works with the Accounting Department when collecting money for invoice payments.

Assists with employee and supervisor requests to view personnel files including preparing and redacting files as needed.

Maintains the personnel file viewing computer and transfers prepared digital personnel files to the computer when a request to view a file is made, deleting them from the computer following the viewing.

Responds to routine and confidential requests for information or assistance from local and state officials, law enforcement agencies, members of the staff, the public or other individuals.

Organizes and manages all active and inactive personnel files located in the HR Department.

Converts inactive paper personnel files into a digital format, prioritizing non-digital files on employees that are rehired to ensure all past and present employee records are digitized in DocuPhase.

Works with DocuPhase program to ensure proper digital records and files, including handling the scanning and attaching of new paperwork to digital files and handling name and status changes where needed.

Serves as primary troubleshooter for other employees regarding DocuPhase, including unlocking locked records and correcting/adjusting existing records. Acts as point of contact with iAutomation when additional tech support is needed.

Creates new DocuPhase document types when requested and communicates with iAutomation on secure viewing permissions on document types.

Coordinates HR forms, ensuring updated forms are distributed to schools and work locations.

Prepares department copies as needed.

Properly disposes of outdated confidential paperwork within the HR department

Assists with new employee orientation and retirement material packets when needed.

Assists with preparation of employee ID badges, both during employee onboarding and when employees request replacement ID badges. Works with Accounting Department when payments for new ID badges are made. Imports new ID badge photos into ID badge computer system when a new photo is not taken in-person and exports all new badge photos to the Technology Department for use in employee email correspondence.

Receives all ID badges returned by employees leaving the district and ensures they are scanned into the employee's personnel file as proof the badge was returned to the district. Ensures keycards returned alongside ID badges are returned to their proper school location.

Assists with any HR events as needed.

Provides assistance to the Front Reception Desk when requested.

Uses knowledge of various software programs such as Microsoft Word, Excel, Outlook, Munis, ClassLink, Crystal Reports, the Leave of Absence online portal, DocuPhase and ScanDox to operate a computer in an effective and efficient manner.

Picks up and delivers documents when requested.

Disperses HR departmental mail from the front desk to the appropriate personnel.

Serves as a backup for fingerprinting and background check processes, including fingerprinting during absences, assigning district coupon codes to new employees getting fingerprinted and scheduling fingerprinting appointments when needed.

Serves as a backup for providing dependent tuition discount forms for the Benefits Department when needed.

Serves as a backup for loan forgiveness forms for the Benefits Department when needed.

Serves as a backup for the HR Department Representative, including the dispersal of salary advancement checks and departmental/in-office courier mail, and the management of the background check process and communication of background check eligibility results to the proper departmental and outside service representatives.

Handles CMCSS employee names changes as needed and ensures all appropriate personnel are informed of the changes via email.

Handles and works closely with Payroll Department on CMCSS employee requests for withdrawal of sick leave and certain income verification forms.

Handles CMCSS Employee requests for address changes and ensures all appropriate personnel are informed of changes via email.

Prepares and sends memos via email for any and all correspondence related to employee supplemental positions including supplement additions, deletions and changes, as well as stipend additions. Ensures memos and paperwork related to supplemental positions are scanned into employee's personnel file. Sends former supplemental-only employees separation notices via mail when employees leave the district.

Acts as a state notary public and notarizes paperwork when needed.

Periodically acts as an internal auditor within the district as requested.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum Training and Experience Required to Perform Essential Job Functions High School diploma (or equivalent) required, with three to five years of administrative experience; 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 Administrative Assistant II. 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.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 10 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.

- Must be able to make independent judgments in absence of supervision.

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.

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

Employee's Munis Number

Date

Date