



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Personnel Assistant I

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: PG04

Non-Union or Specific Collective Bargaining Agreement: Educational Support Personnel Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform Specialized secretarial and clerical work in assisting in the personnel program for the School District.

Essential Functions of this Job

Maintains current file of employment applications. Processes paperwork for the appointment and change of personnel. Assists principals in selecting applications for review. Maintains college-recruiting folders.

Assists in preparing and maintaining personnel files and folders. Assists in preparing employment verification. Assists in the input and update of computerized personnel information on Data Processing CICS system. Assists in preparing School Board Agenda.

Prepares reports, types correspondence, answers telephone and performs other general secretarial and clerical duties.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of the policies and procedures of applying for positions with the District. Knowledge of modern office practices and procedures. Knowledge of practices of personnel administration. Ability to use standard office machines. Ability to prepare concise and accurate reports. Ability to express oneself effectively, orally and in writing. Bilingual/biliterate preferred.

Position Title: Personnel Assistant I

Education, Experience and/or Certification/License Requirements

Graduation from high school or completion of GED. Some previous experience with the School System; or an equivalent combination of training and experience.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 0448
EEO5: 51
Approval Date: 2012-11-13
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.