

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Human Resources Clerk

REPORTS TO: Manager of Human Resources

QUALIFICATIONS: Associate's degree, Bachelor's degree strongly preferred
2-3 years' experience in a general office environment
Knowledge of Public School hiring practices preferred
Excellent organizational skills and ability to manage multiple tasks simultaneously
Strong written and communication skills
Proficiency in office computer applications
Experience with Human Resource databases is preferred (Systems 3000)
Able to work independently

JOB GOAL: Under the direction of the Manager of Human Resources, performs a variety of clerical duties that contribute to the efficient operation of the department.

PERFORMANCE RESPONSIBILITIES:

1. Maintain all Personnel employment records.
2. Maintain all performance files, including Student Growth Objectives and Professional Development.
3. Assist the HR Assistant in the coordination and processing of new hire paperwork.
4. Perform data entry and corrections/updates to the HR Personnel database as needed.
5. Create and maintain Department purchase orders.
6. Assist with the presentation of benefits packages.
7. Assist with checking references and organizing background checks.
8. Assist with mandatory district policy training.
9. Assist in processing unemployment claims, and unemployment verification.
10. Assist with the process of converting paper file records into digital format.
11. Assist in the posting of employment openings.
12. Perform other duties as assigned for the efficient operation of the Office of Human Resources.

Terms of Employment: This is a 12-month, Non-affiliated position.

Board Approved: 15 April 2021