



T U L S A

PUBLIC SCHOOLS

Job Title: Human Capital Clerk

Department: Human Capital
Reports To: Director of Support Talent
Grade: CA-05
Number of Days: 12 Months
Security Access: ESC
Current Date: April 1, 2013
Overtime Status: Non-Exempt

Job Objectives: Support the HC hiring processes through contacting and meeting with applicants who have been recommended for hire. Handle new hire paperwork, background checks, fingerprinting, makes employee ID badges.

Minimum Qualifications:

- High School Diploma or equivalent required.
- Some secretarial/clerical experience necessary.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides timely, accurate, and customer-friendly administration pre-employment screening.
- Makes employee ID badges as necessary.
- Responsible for coordination of the employee fingerprint system for new employees and as directed by the State Department of Education.
- Completes fingerprint computer scans and maintains the record keeping associated with this program.
- Provides secretarial support to the Coordinator of Human Rights.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proficiency in MS Word and Excel preferred.
- Excellent Customer Service skills.
- Good communication and organizational skills required.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Standard office environment.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.