

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 12/26/95
 LAST REVISION DATE 10/04/00
 BAND & GRADE A-1-1-1

POSITION TITLE Personnel Clerk Typist
 IMMEDIATE SUPERVISOR Assistant Superintendent

Job Summary (Basic Purpose of Position)

To assist in the operations of personnel services.

SUPERVISOR _____

EMPLOYEE _____

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 PERFORM DUTIES RELATED TO APPLICATION PROCESS 1.01 Distribute job opening notices. 1.02 Open, log and file applicant materials. 1.03 Correspond with applicants. 1.04 Communicate with applicants. 1.05 Schedule interviews. 1.06 Test candidates and score tests.	A	D30		Knowledge: 1. District policies and procedures 2. Correct grammar, spelling and punctuation. 3. Computer skills 4. Proper telephone procedures 5. Human relations skills 6. Record retention	1.01-1.06 District policies and procedures for hiring were followed and performed in a timely manner.
2.00 ESTABLISH AND MAINTAIN SUBSTITUTE LISTS 2.01 Correspond with substitutes. 2.02 Create and distribute substitute lists.	A	W10		Skills: 1. Type at least 65 wpm. 2. Filing 3. Operate office machines and computer.	2.01-2.02 Substitute lists are availabe and updated as required.
3.00 PROCESS BACKGROUND CHECKS 3.01 Maintain and update background check lists.	A	W5		Ability: 1. Communicate with people. 2. Plan and organize.	3.01 Background checks are sent to BCA in a timely manner and the master list is up-to-date.
4.00 ASSIST IN GENERAL OFFICE DUTIES 4.01 Type correspondence and reports. 4.02 Duplicate materials. 4.03 Assist in answering telephones and assisting patrons.	A	W5		3. Maintain accurate records. 4. Manage time. 5. Maintain confidentiality.	4.01 Correspondence and reports are typed accurately and timely. 4.02 Materials are duplicated within established timelines. 4.03 Telephones were answered promptly and accurate information given.

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<p>5.00 PROCESS LEAVE REQUESTS</p> <p>5.01 Enter leave data into computer system and salary deduct book.</p> <p>5.02 File and return leave request forms.</p> <p>5.03 Assist in other leave duties as assigned.</p> <p>6.00 MISCELLANEOUS</p> <p>6.01 Other duties as assigned.</p>	A	D30			<p>5.01 Leave data is entered with 95% accuracy.</p> <p>5.02 Leaves are returned and filed in a timely manner.</p> <p>5.03 Duties were completed to the satisfaction of the supervisor.</p> <p>6.01 Other duties were completed as assigned.</p>