

JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION
CLINTON TOWNSHIP**

**Central Office
Administration**

Title: Human Resources/Facilities Clerk

Qualifications:

1. High School Graduate, College Degree preferred.
2. School business office experience is helpful.
3. Proficiency in most computer technology applications, Google platform expertise, and use of automated office equipment.
4. Ability to maintain confidentiality and professionalism in interacting with staff and public.
5. Demonstrated organizational, communication and interpersonal skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

Reports To: Superintendent Executive Support

Job Goal: The Human Resources/ Facilities Clerk shall perform clerical and systems-related duties of the Human Resources and Facilities Departments in a timely manner while always maintaining confidentiality. Under the guidance and direction of Superintendent Executive Support, The Human Resources/Facilities Clerk shall manage data and spreadsheets of information for district reporting purposes.

Performance Responsibilities:

1. Assist with the management of the school's recruitment process, i.e., postings, advertising.
2. Help support the maintenance of personnel records and staff files.
3. Assist with the management of staff attendance year end rollover.
4. Assist with updates and issuance of employment contracts each year.
5. Assist with the processing of "Movement Across the Guide" applications.
6. Coordinate with Payroll Manager to process Maternity/Disability Leave of Absences.
7. Update/input personnel data into the HR database.
8. Review substitute custodian applications and help support the hiring process for substitute custodians.
9. Assist with onboarding new employees, including but not limited to:
 - a. Facilitating Criminal History Clearance with the State (fingerprinting, etc.)
 - b. Obtaining up-to-date health physical examination/Mantoux
 - c. Obtaining all transcripts, certifications, etc.
 - d. Processing NJ Sexual Misconduct/Child Abuse Disclosure Forms

10. Assist with onboarding substitute teachers/teaching assistants, nurses, custodians, lunch aides and secretaries, including, but not limited to the following:
 - a. Assisting Candidates with obtaining County Substitute Certificate
 - b. Facilitating Criminal History Clearance with the State (fingerprinting, etc.)
 - c. Obtaining all resumes, references, and transcripts
 - d. Obtaining Mantoux
 - e. Processing NJ Sexual Misconduct/Child Abuse Disclosure Forms
16. Assist with maintenance of documentation of Workers Compensation claims and OSHA Reporting.
17. Assist with the management of the Mandated Training System (Vector).
18. Maintenance of Board-approved job descriptions.
19. Assist with Board agenda follow-up, i.e., approval letters, emails.
20. Assist with management of Facilities Use Process.
21. Performs any other duties or responsibilities as designated by the Superintendent/Superintendent Executive Support.

Terms of Employment: Salary for a 12 month position (July 1 through June 30).

Annual Evaluation: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

Approved by: Superintendent of Schools

Date: **March 11, 2024**

Account Code(s): 11.000.230.100.900.000 - 100%