

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SPECIALIST III, Personnel

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Proficiency in secretarial and clerical skills.
- Bilingual ability may be required per advertised vacancy specifications.
- Knowledge of word processing and data entry applications as well as general office technology as related to specific job functions.

**REPORTS TO** Assigned Human Resources Administrator

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To process employee applications and perform other secretarial and clerical tasks in a timely and effective manner.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Create and maintain an applicant tracking data base available district-wide.
2. \* Create and maintain position vacancy data.
3. \* Answer questions regarding posted vacancies.
4. \* Handle all critical demographic information and position data for an applicant to be hired.
5. \* Correspond effectively by phone, letter, E-mail and in person to both the general public and school employees.
6. \* Meet data entry deadlines on an accurate and daily basis.
7. \* Assist administrators, supervisors and managers with assigned duties as directed.
8. \* Process certification and renewal applications for teacher certification.
9. \* Create and maintain database of certification applicants.
10. \* Provide information to the general public, or make referrals to other staff members, when appropriate.
11. \* Operate general office machines.
12. \* Process forms relating to departmental functions.
13. \* Assist with New Employee Orientation, Substitute Training and other workshops sponsored by the department as directed.
14. \* Assist in the Human Resources Reception Desk as needed.
15. Perform other duties as assigned by the assigned human resources administrator.

\*Denotes essential job function/ADA

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**C-B \$23,301 - \$41,374**  
M-12 D-258 H-1935

##### POSITION CODES

PeopleSoft Position **TBA**  
Personnel Category **14**  
EEO-5 Line **44**

Function **7730**  
Survey Code **77330**  
Job Code **1946**

##### ADA CODES

2 **Medium**  
3 **A - D / F - I / K - Q / S - V**  
4 **Indoors**

##### BOARD APPROVED

August 12, 1997