

STOCKTON UNIFIED SCHOOL DISTRICT

PERSONNEL TECHNICIAN

DEFINITION

Perform a variety of clerical and technical procedures in the Human Resources Department involving payroll processing, maintenance of personnel records, application intake, substitute assignments, information counter, processing of Human Resources Department mail; perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive supervision from supervisory or management personnel, and receives technical guidance from higher-level staff.

EXAMPLE OF DUTIES – Duties may include, but are not limited to, the following:

Accept applications for both regular and substitute positions. Assist in helping new employees in completing hiring and payroll forms.

Distribute incoming mail within the Human Resources Department and process outgoing mail.

Maintain and monitor computerized substitute system; identify potential substitutes for long-term vacancies and make up substitute packets.

Provide employment verifications.

Answer a variety of questions from employees and the public on personnel matters.

Perform general clerical work, including typing, scanning and duplicating materials.

Assist in providing technical and clerical support for grievance procedures, unemployment hearings, employee tuberculosis records, and other personnel-related process.

Operate a personal computer for the purpose of word processing, data entry and/or database inquiry.

QUALIFICATIONS

Knowledge of:

- Modern office procedures and practices, including filing system, receptionist and telephone techniques, and letter and report writing
- Standard office machines and equipment
- Proper English usage, including vocabulary, spelling, grammar and punctuation
- Record keeping principles and procedures

Ability to:

- Learn, interpret and apply pertinent personnel rules and regulations
- Understand and carry out oral and written directions
- Make arithmetical calculations rapidly and accurately
- Establish and maintain cooperative and effective working relationships with employees and the general public
- Perform clerical duties and type at a speed of not less than 45 words per minute

Ability to:

- Physical capability sufficient to perform job tasks
- Operate a personal computer to perform word processing, data entry and/or data inquiry
- Maintain confidentiality in performing job duties

Experience and Education:

Any combination of education, training and experience equivalent to: completion of the twelfth (12) grade, and two (2) year of general clerical experience, preferably including considerable public contact.

Salary Placement:

Tier 1, Range A

Confidential Employees Unit

12-Month Work Year

Board Approval: 05/18/01

01/22/01

Confidential re-alignment effective 03/01/19