

**Killeen Independent School District  
Job Description**

**Job Title:** Human Resources Clerk  
**Reports To:** Human Resources Coordinator/Director  
**FLSA Status:** Non-exempt

**SUMMARY:**

Maintains files and records for applicants and employees of the district by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Maintains applicant files, applicant testing data, applicant interview data, and applicant feedback.

Prepares and posts job vacancies using the human resources information system (HRIS).

Prepares applicant list for screening and notifies applicants as necessary.

Assists potential applicants in completing the online application and other applicant screening processes.

In-processes new hires by providing district information, assisting with form completing, reviewing forms/data for accuracy, and documenting work eligibility.

Enters and updates employee data in the HRIS.

Processes HR transactions in local HRIS including demographics, education, credentials, pay, benefits, years of experience, etc.

Responds to requests for employment/benefit verification forms and creates correspondence concerning personnel records.

Maintains employee and applicant files including filing documents and appropriate forms alphabetically and numerically.

Greets employees and answers questions employees may have.

Answers telephonic questions or directs callers to appropriate individuals or departments.

Processes employee transfers in HRIS and updates records based on changes in position, salary, benefits, name, address, etc.

Processes separations/terminations.

Represents the department at local job fairs.

Performs other such tasks that may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Must possess a high school diploma or hold a general education degree (GED) certificate. Two years human resources experience or 24 semester hours of college credit preferred.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from employees and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**OTHER QUALIFICATIONS:**

Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum of 7,000 kpm with 7 errors or less.

**Revised Date: November 13, 2017**

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.