

Killeen Independent School District Job Description

Job Title: Personnel Technician
Department: Personnel Services
Reports To: Chief Personnel Officer
FLSA Status: Non-exempt 226 days

SUMMARY

To maintain personnel files of all professional employees of the Killeen Independent School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Ensures that each personnel file contains appropriate documents required for the position, such as transcripts, certificates, service records, etc.

Validates all claims of creditable service.

Ensures that service records are completed accurately and timely.

Assists employees in their efforts to document service outside the district.

Forwards all documents for departing employees.

Acts as notary public for Personnel Services, making sure that personnel documents are true and exact copies.

Enters all personnel data into the automated personnel file.

Serves as liaison between the district and the TEA Office of State Funding for verification of service credit.

Assists retiring employees in documenting all prior service credits and salary amounts.

Performs other duties as may be assigned by the Chief Personnel Officer.

SUPERVISORY RESPONSIBILITIES None

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE High School Diploma or GED; five years experience in a related field.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence.

Ability to effectively present information and respond to questions from employees or visitors to the school district.

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 frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; 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, and ability to adjust focus.

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.

Prepared By: Auxiliary Personnel Specialist
Prepared Date: January 15, 2002

Revised By: Frank Crayton, Director for Auxiliary Personnel
Revised Date: December 3, 2014

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.