



Sioux Falls School District 49-5

JOB DESCRIPTION

DEPARTMENT: HUMAN RESOURCES & LEGAL SERVICES

JOB TITLE: Staff Attendance Clerical (Class III, 12 months)

REQUIREMENTS:

- A. Education Level:** High school diploma required.
- B. Experience Desired:** One or two years' experience working in an office setting.
- C. Physical Requirements:** Constant hand-eye/mind-eye coordination, hearing, use of wrists, hands, fingers, and speaking. Constant sitting, standing, or walking. Frequent keyboarding, filing, and writing. Intermittent typing.
- D. Other Requirements:** Demonstrated competency with computers using word processing, data entry, and spreadsheets.

REPORTS TO: Assistant Superintendent for HR & Legal Services; Human Resources Supervisor

RECEIVES GUIDANCE FROM: Comptroller

DATE: August 2013

ESSENTIAL FUNCTIONS AND DUTIES:

1. Processes all employee attendance:
 - a. compiles, maintains, monitors employee leave, paid and unpaid, in accordance with collective bargaining agreements and riders.
 - b. processes sick leave assistance plan applications
 - c. processes FMLA requests
 - d. processes pay deductions
 - e. provides reports and information as requested
2. Advertises externally and internally all vacancies
3. Monitors medical files for sick leave.
4. Files personnel histories and other materials as requested.

5. Processes verifications of work experience, loan postponements, and written references.
6. Updates District website as requested.
7. Assists with new employee processing.
8. Assists with HR receptionist/customer service duties.
9. Performs other duties as assigned.

WORKING CONDITIONS:

- A. Inside Outside Both
 XXX
- B. **Climatic Environment:** Climate controlled environment with some temperature variations. Typically, work is conducted in a comfortable environment.
- C. **Hazards:** Exposure to communicable diseases.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name