



**Job Title:** Human Resources Technician  
(Elementary Staffing)

**Department:** Human Resources

**Reports To:** Assistant Director, Human Resources

**FLSA Status:** Non Exempt

**Salary Schedule:** SC lane 10

### **SUMMARY**

The HR Technician provides clerical support to the Human Resources Department. Primary responsibilities include managing job postings, completing the employee life cycle process for elementary locations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Maintains online applicant system by creating authorized job postings.

Reviews employment applications and screens candidates for acceptable experience, education, training, job skills, and other qualifications.

Informs applicants of job duties and responsibilities, work schedules, availability, working conditions, policies, and other information.

Reviews recommendation for selection received from authorized personnel. Audits for compliance with WCSD selection policy and procedures. Offers jobs in accordance with WCSD policies and procedures.

Complies with established Human Resources Department procedures.

Assists employees and applicants in completing personnel documents to include; I-9, W-4, work agreements, and contracts. Reviews and audits documents for accuracy.

Updates computerized tracking systems, payroll systems, and personnel data systems with employee information.

Updates employee files to document personnel actions and to provide information for payroll and other uses. Files applicable information according to the personnel filing system.

Completes personnel actions and records for use in payroll processing.

Compiles data from personnel records and prepares reports.

Processes requests for verification of experience.

Answers telephone to provide information, takes messages, or transfer calls.

Screens incoming calls and correspondence and responds independently when possible.

Greets scheduled visitors and directs to the appropriate area or person.

Organizes and maintains file systems, and files correspondence and other records.

Acts as custodian of documents and records.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to use Microsoft Office and Google Drive software elements. The ability to use and manipulate data tables in Microsoft Excel and Google Sheets.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree or equivalent; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

**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 stand, walk, and sit; use fingers and hands to handle; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. 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, distance vision, color vision, depth perception, 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.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: <b>HR Position Management Specialist</b>		Date: <b>6/18/2014</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>6/18/2014</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>
		Date: <b>1/21/2016</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>
		Date: <b>06/03/2019</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>
		Date: <b>05/09/2023</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>
		Date: <b>07/01/2024</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, HR</b>
		Date: <b>02/27/2025</b>

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	