

**Job Title:** Human Resource Onboarding Clerk**Exemption Status/Test:** Nonexempt**Reports to:** Director of Human Resources**Date Revised:** 5/9/25**Dept./School:** Human Resources**Days:** 226

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**Primary Purpose:**

Provide support for daily human resource operations. Onboards staff new to the district. Receives, processes, and develops files and maintains records for applicants and employees of the district.

**Qualifications:****Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficiency in keyboarding and file maintenance

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to perform basis math

Ability to read, speak and understand English

Excellent organizational skills

Effective communication and interpersonal skills

**Experience:**

3 years of clerical and file maintenance experience

**Major Responsibilities and Duties:****HR Support**

1. Handle routine HR inquiries. Schedule and conduct new employee onboarding meetings. Confirm accuracy and develop new employee record for the district. Inform and educate new employees on entry level district software systems.
2. Assist in maintaining HR information database to ensure that employee information is accurate, current, and reliable.
3. Process new hire paperwork including criminal history information, references, and other application materials.

**File Management**

4. Maintain files for all employees and applicants, including receiving and routing of changes (e.g., name, address changes).
5. Assist in preparation and maintenance of employee service records.



### Reports and Correspondence

6. Assist in preparation and posting job vacancy announcements and advertisements.
7. Prepare correspondence, forms, and reports according to district standards and requirements.

### Other

8. Manage/Update Department Website
9. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
10. Greet visitors and assist employees and applicants to complete applications and required paperwork.
11. Assist with the preparation and distribution of employment contracts.
12. Maintain confidentiality.
13. Follow district safety protocols and emergency procedures.

### Supervisory Responsibilities:

None

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; imaging equipment

**Posture:** Frequent walking, standing, bending/stooping, and reaching. Occasional pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light to moderate lifting and carrying (less than 44 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_