

#1818309

Excluded Support Staff Job Description

POSITION: Human Resources Clerk

REPORTS TO: Supervisor, Human Resources

SUPERVISES: N/A

JOB SUMMARY: The Human Resources Clerk is a member of the Human Resources team and is responsible for performing all duties necessary to ensure the timely placement of qualified substitute and casual staff throughout the Division. In addition, the position will support the Human Resources Team with filing, maintaining and processing information related to staffing, recruitment, performance evaluations, on-boarding, and other related HR tasks.

DUTIES AND RESPONSIBILITIES:

- Maintains pertinent database(s), and maintains and generates all related systems, reports, records, files and statistical information;
- Assists in data entry, report generation, placement of substitute/casual staff, and other miscellaneous clerical functions;
- Distributes performance evaluations to Administrators to ensure acceptable performance of substitute/casual staff;
- Identifies and ensures resolution of any anomalies or discrepancies as it relates to the substitute booking system (Atrieve);
- Liaises with Administrators and Human Resources staff to ensure integrity of data and acceptable performance of substitute and casual staff;
- Assists with the day-to-day operations of the HR function and duties including clerical support as it relates to recruitment, including communicating with job applicants and scheduling interviews,

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP5-24**

processing and maintaining volunteer checks as submitted by schools;

- Supports the preparation of reports relating to personnel activities and maintains all necessary reports, records, and files, including up to date records of employees' banked time;
- Prepares employee files and maintains employee files including yearly review of files to be archived;
- Performs other support-related duties as required.

QUALIFICATIONS:

- High school diploma plus related post-secondary related human resources administrative course work; along with 1-2 years of related work experience;
- Proficiency with Microsoft programs (Word, Excel, Outlook, etc.) as well as Internet applications and other information technology. Knowledge of Human Resources Information System is an asset;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- Demonstrated organizational skills, and the ability to work independently and within a team to maintain positive working relationships;
- Demonstrated problem-solving skills and decision-making skills;
- Demonstrated flexibility to facilitate changes in techniques and procedures in a changing environment;
- Ability to respect and promote a culturally diverse population;
- An equivalent combination of education and experience may be acceptable to the Division.

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