SUMMARY/SCOPE/GOAL

Perform specialized clerical duties associated with providing support to Human Resources functions. Provides prompt customer service, guidance and troubleshooting to candidates to ensure an outstanding experience. This includes, but not limited to, answering telephone calls and emails from candidates, teammates, and managers regarding the application and new hire processes, paperwork requirements, answering questions related to onboarding policies as well as establishing and maintaining positive working relationships with management and candidates.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:
- High school diploma or equivalent.
- Five (5) years of clerical experience, school office experience preferred.
- One (1) year experience in computer applications and technology.
- Type 35 wpm with acceptable accuracy and show demonstrated computer proficiency including, but not limited to, word processing, presentations, and Excel.

PREFERRED/DESIRED:
- Minimum one (1) year of human resources, recruitment, or onboarding support experience or related field preferred.

CERTIFICATIONS AND LICENSES:

REQUIRED:
- Valid State Driver’s License

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:
The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

* Essential Functions may vary by assignment.

Recruitment Support

1. Maintain Pre-Contract Binder Listings, maintain and provide candidate statistics, and ensure a high quality candidate experience with excellent customer service and follow-up skills.
3. Make travel arrangements, conference and career fair registrations as well as the packing and unpacking of materials for local events.
4. Maintain spreadsheet of schools that have the FEA Club Program and record keeping of Business Partnerships with Businesses that are sponsors for FEA Scholarship.
5. Act as liaison between the schools and pre-contract binder, instructional, support, and administrative candidates.
6. Contact vendors to collect recruitment materials for career fairs, orientations, and other events.
SPECIALIST III – RECRUITMENT AND ONBOARDING

7. Attend the local career fairs to disseminate information on Brevard Public Schools as well as support onboarding activities

Onboarding Support

8. Support human resource functions, including, but not limited to applicant tracking system (ATS) posting maintenance, candidate movement and follow-up, and onboarding functions.
9. Pre-screen resumes, disposition candidates as requested, and respond to candidate inquiries.
10. Participate, conduct portions of, and arrange onboarding activities and presentations.
12. Back-up support to applicant intake, substitute coordinator, and other HR functions as needed.

OTHER DUTIES:
Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:
Must be knowledgeable about clerical work, computer literate and have good customer relations, and be able to use good judgment in making decisions. Good organization skills essential. Must have the ability to work independently and follow through on assignments with minimal supervision and to handle sensitive and confidential information with discretion and diplomacy. Must be capable of establishing own priorities based upon deadlines and goals. Knowledge of Microsoft Office and the Internet is essential. Must be capable of setting own priorities based upon deadlines and goals. Knowledge of office hiring practices and procedures for instructional staff is required. Ability to multi-task, and work in a fast-paced environment is required. Must have ability to relate to diverse members of the school District, as well as the outside community. Knowledge of teacher certification, alternative certification and teacher testing required. Excellent communication skills required because of frequent interaction with individuals throughout the district and the general public.

GENERAL:
Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

TRAINING:
Click or tap here to enter text.

EQUIPMENT:
Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.
PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:
(S) SEDENTARY WORK
Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

TRAVEL:
Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

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The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.