



JOB TITLE	DEPARTMENT	REPORTS TO
Application Clerk	Human Resources	Human Resources Administrator

Position No: 77392	Length of Work Year: 12 Months
Salary Schedule: C17	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 8/10/99; 2/4/15; 9/10/19; 9/23/20

JOB GOAL
This position involves working with a variety of clerical tasks that may require independent judgment and knowledge of rules, regulations, and procedures.
MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent, Associate's Degree preferred 2. Knowledge of business English, spelling, punctuation, mathematics, and modern office practices and procedures. 3. General office skills, word processing and data entry proficiency tests. 4. Exceptional customer service and confidentiality practices. 5. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To process applications through the applicant tracking system in accordance with established policies and procedures. 2. To assist new hires with necessary paperwork and instruct on required procedures for employment. 3. To direct interested parties in steps needed to apply and qualify for open positions. 4. To assist schools, administrators, and other departments with questions regarding the hiring process. 5. To answer incoming calls and make proper transfers; place outgoing calls as well as inter-office calls as required. 6. To answer routine non-technical questions and refer other questions to the proper persons. 7. To sort and file in accordance with established filing system. 8. To furnish information to the public as directed. 9. To greet and direct visitors to proper offices. 10. To keep records, prepare summaries, and compile data. 11. To keep current with email correspondence, memoranda, reports, and other documents. 12. To arrange appointments. 13. To have a clear understanding of the Human Resources policies, procedures, and confidentiality agreement. 14. To perform assigned tasks in a timely and efficient manner, and with a high standard of quality. 15. To perform other work-related duties as assigned by the Supervisor.
PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.