



JOB TITLE	DEPARTMENT	REPORTS TO
Human Resources Specialist	Human Resources	Coordinator of Retention & Recruitment

Position No: 77336	Length of Work Year: 12 Months
Salary Schedule: C23	Date Approved: 12/10/15
FSLA: Non-exempt	Date Revised: 11/14/19; 8/29/25

JOB GOAL
Provides specialized support and maintains records to promote the mission and goals of the Human Resources Department.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent.
2. T.A.B.E. test or successful completion of one (1) year of college work.
3. General office skills and knowledge of standard principles, practices of clerical work.
4. Ability to work competently with a variety of computer applications.
5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. Prints applicant drug screen results. Provides any positive results to the Director of Employee Relations.
2. Prints and reviews applicant fingerprint results. Compare results with CCIS database and with the application.
3. Reviews applicant fingerprint results containing certain misdemeanors and felonies with the Director of Employee Relations.
4. Reviews and processes applicant fingerprint results for Charter Schools, college students, and vendors.
5. Processes applicants for Job Specific Testing (JST). Monitors JST testing results.
6. Notifies the appropriate hiring supervisor by email and notifies the appropriate records specialist in HR that the applicant is cleared for hire.
7. Schedules fingerprint re-tests for applicants.
8. Prepares FBI name check requests to obtain results for applicants whose prints are twice rejected for poor quality.
9. Runs monthly fingerprint reports and re-submit prints every five years.
10. Runs monthly termination reports and purge necessary fingerprint results.
11. Receives CDL drug and alcohol random testing results and records the data in the appropriate database.
12. Creates clearance letters for Big Brothers / Big Sisters, IRSC, VPK, the Detention Center, and other institutions as needed.
13. Assists with other Personnel reception functions.
14. Performs assigned tasks in a timely and efficient manner.
15. Performs assigned tasks with a high standard of quality.
16. Performs other duties as assigned by supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.