MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Personnel Aide   JOB CODE: 4333

DEPARTMENT: Personnel Management   PAY GRADE: 21 (UO)   DATE: 01/29/01
and Services

BASIC OBJECTIVES

This is responsible clerical and technical personnel work supporting an administrative superior in assigned area of responsibility such as: staffing, recruitment, evaluation, selection, employee processing, retirement and leave.

JOB TASKS/RESPONSIBILITIES

1. Receives, evaluates and processes inquiries and applications in area of assignment.

2. Reviews supporting documentation submitted with applications for compliance with legislative and departmental guidelines and procedures.

3. Prepares request for Personnel Action Forms to implement and/or revise personnel actions and files.

4. Prepares rosters and notices of candidates eligibility and/or status for various opportunities and benefits.

5. Counsels and assists personnel regarding employment opportunities, application procedures, documentation requirements and related personnel matters.

6. Types memorandums, correspondence, forms and reports utilizing word processing equipment.

7. Audits various personnel management information reports to ascertain accuracy or to change, delete or update data.

8. Performs various clerical duties as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: bending, stooping, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.

2. Progressively responsible clerical or technical experience in personnel management services.

3. General clerical or secretarial experience.

                                    OR

Any equivalent combination of acceptable training and experience.

4. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date (s): 2/27/89, 05/17/96