

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Personnel Assistant - Operations and Records

JOB CODE: 4337

DEPARTMENT: Personnel Mgmt. and Services PAY GRADE: 23 (UO)

DATE:01/29/01

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### **BASIC OBJECTIVES**

This is responsible complex clerical work of an administrative or program support nature in Personnel Operations and Records. The work is of an information dissemination and processing nature as determined by area of assignment. The work performed by employees in positions allocated to this class differs from that of Personnel Information Specialist due to the responsibility for assigning, coordinating, and reviewing the work of other clerical personnel or on the basis of the complexity of job tasks.

### **JOB TASKS/RESPONSIBILITIES**

1. Performs and coordinates the work of clerical personnel engaged in specialized data entry to input, retrieve, and manage information contained in the MSA Personnel/Payroll data base.
2. Monitors programmatic and/or administrative changes and changes in Board Rules and applicable State Statutes.
3. Recommends to supervisor improvements to work methods, practices, or procedures, and enhancements in programs or reports generated by the M-DCPS computer-based Personnel Information Management System.
4. Audits daily transactions against error and change reports.
5. Resolves discrepancies and exceptions on all matters pertaining to personnel processing.
6. Trains, assigns and reviews the work of subordinate clerical and technical personnel.
7. May interview and recommend applicants for employment to immediate supervisor.
8. Performs related work as required or as assigned.

## **PHYSICAL REQUIREMENTS**

This is sedentary work which requires the following physical activities: sitting, finger dexterity, grasping, talking, hearing and visual acuity.

## **MINIMUM QUALIFICATION REQUIREMENTS**

1. Graduation from high school or an equivalent recognized certificate.
2. Completion of vocational/technical, M-DCPS in-service or college-level coursework in personnel or human resources management, business or public administration, or related field.
3. Considerable progressively responsible clerical or technical experience in personnel management or payroll processing.
4. A thorough knowledge of the automated Personnel Reporting System.
5. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date (s): 01/11/88, 03/01/93