

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

January 19, 2023

The Autauga County Board of Education is now accepting applications for the position of: Payroll and Human Resources Assistant

Job Description: Please see the attached Autauga County Board of Education job description for this position.

Qualifications: Please see the attached Autauga County Board of Education job description for this position.

Effective Date: Following Board Approval

Salary Range: \$37,995 – \$44,726 (Based on years of experience in public school setting)

Contract Length: 240 days (12 months)

Application Information: Go to

https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500

to complete the on-line application. On the Where do you want to work? page, click “Deselect All”. Then click on the “+” located next to the Alabama State Department Education check box. Click the box next to District 5 and click “+” next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put “see resume”.

Application Deadline: January 26, 2023 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

Payroll & Human Resources Assistant

JOB TITLE: Payroll & Human Resources Assistant
RESPONSIBLE TO: Superintendent of Education
REPORTS TO: Director of Human Resources and Payroll Specialist

QUALIFICATIONS:

- High school diploma or equivalent
- Successful experience working in a clerical/assistant position.
- Ability to establish and maintain effective working relationships with employees
- Ability to operate computer and adding machine/ten key efficiently and accurately
- Ability to utilize Microsoft Word and Excel proficiently
- Ability to analyze data • Ability to communicate professionally in an oral and written manner
- Ability to work effectively and efficiently under minimal supervision
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Maintain and exhibit appropriate confidentiality
2. Perform the following in the absence of the Receptionist
 - a. Answer telephone and tend front desk
 - b. Distribute mail and package received at central office
 - c. Add postage to and send out any outgoing mail at central office
 - d. Stuff envelopes and mail all payroll and accounts payable checks and other mailings
 - e. Maintain school mail pick-up and sign-out sheets
3. Copy, file, and assist Human Resources Director and Payroll Specialist
4. Makes copies of teaching certificates as requested
5. Serve as point of contact for all Workers' Compensation Claims
6. Serve as point of contact for applicants
7. Schedule interviews with applicants
8. Serve as the initial point of contact/customer service resource for payroll and personnel inquiries
9. Prepare, distributes, and collects new hire packets
10. Serve as the primary point of contact of the attendance system database and train employees on its use
11. Serve as the primary point of contact for Employee Self Service (ESS) software
12. Enters all new hires in the attendance system database, the ESS software, and the TRS system (for TRS and PEEHIP)
13. Provides new hires with their PEEHIP PID number
14. Complete insurance and employment verifications
15. Complete verifications of experience and teaching certificate requests
16. Complete Disability Claim Forms
17. Guides employees through the completion of FMLA application process
18. Complete Loan Forgiveness Forms for employees
19. Complete and submit death claims to MetLife for participating employees
20. Upload new hire and unemployment compensation reports to the Alabama Department of Labor
21. Assists with meetings, trainings, and employee orientations as needed
22. Assist with Fairbanks quarterly reports
23. Serve as the primary point of contact for substitutes
24. Provide substitute packets to all applicants
25. Verify accuracy of applications and additional documents within the substitute packet

- 26.Ensure background check/fingerprints approval through Teacher Certification program
- 27.Confirm valid substitute teaching license or teacher's certificate
- 28.Input all substitutes into the attendance system database
- 29.Create vacancies within attendance system database at principals' request
- 30.Distribute substitute teacher list to individual schools
- 31.Prepare, distribute, and collect new hire packets for substitutes
- 32.Serve as the principals' point of contact in the event a 5th sub day is needed to be overridden in absence and substitute management software
- 33.Submit applications to the ALSDE for substitute teachers and notifies substitutes regarding renewal of licenses
- 34.Prepare for and provide substitute trainings/orientations
- 35.Assist with the preparation of the annual Census Report of Public Employment
- 36.Prepare and respond to Occupational Employment of Elementary and Secondary Schools monthly
- 37.Meet with employees who submit a 10-day or more Leave of Absence Request to discuss options (FMLA, sick leave days, and sick leave bank)
38. Maintain adherence to district procedures, board policies, and local, state, and federal regulations
39. Maintains all files in an orderly fashion so that all documentation is accurate and complete and can be referenced expeditiously
40. Provide examiners with documentation for the system's annual audit
41. Perform other duties as assigned

JOB GOAL: To serve as the Payroll & HR Assistant in a manner which ensures efficient administrative and clerical support to the operations of the Departments of Finance and Human Resources and accurately and efficiently performs assigned responsibilities with minimal supervision.

SOURCE: Autauga County Board of Education, Prattville, Alabama
ADOPTED: June 3, 2021