

**HUMAN RESOURCES CLERK  
(Board Office/Superintendents' Department)**

**1. Position Summary**

Under the direction of the Assistant Superintendent - Personnel, perform clerical duties in support of all of the board office administrative assistants, the major responsibility being that of human resources clerk.

For direction, reports to the Administrative Assistant - Human Resources.

Hours of work 8:00 a.m. to 4:00 p.m. (may need to be adjusted).

**2. Duties**

Administration

As this is an evolving position that is expected to grow, responsibilities include but are not limited to:

- Maintains the CIMS database.
- Manages the applytoeducation.com website, including all teacher and educational assistant applications, job postings, shortlist, and applicant notes and tags.
- Conducts short listing projects through applytoeducation.com website.
- Reconciling staffing information from school and site staffing forms on the portal with CIMS.
- Plays a strong leadership role in maximizing the attributes of CIMS, applytoeducation, and SharePoint software applications.
- Prepares all substitute teacher and teacher contracts
- Prepares employment confirmation letters
- Maintaining employee records (both computerized and hard copy)
- Maintains the absence reporting system (Automated Educational Substitute Operator System, "Aesop").

- Ensures qualified substitutes are provided for professional and nonprofessional staff absences.
- Prepares absence reports as required.
- Processes limited teaching permits for substitute teachers with Manitoba Teacher Certification.
- Prepares monthly change reports for professional staff for Manitoba Teacher Certification.
- Ensures required documents, criminal record check, child abuse check, payroll documents are received for new employees.
- Generate the creation of email accounts for new employees.
- Maintains employee attendance records at workshops in CIMS.
- Assists with preparation for recruitment fairs.
- Reconciling substitute lists yearly.
- Unlock building - disarm alarm.
- Disable voice mail and retrieve messages.

### Clerical

Create, organize, and maintain personnel filing systems. Proactive in developing new efficiencies. Includes scanning and filing of hard copy documents and uploading to CIMS and filing hard copy in personnel files when required.

Deal with complaints that arise in the absence of the supervisor.

Provide switchboard relief.

### Payroll

Provides payroll with direct deposit forms for new employees.

Audits the absence reasons entered in Aesop and makes necessary adjustments.

**3. Education**

Grade XII.

Typing 60 w.p.m.

Competency on Aesop, CIMS, applytoeducation.com, and Microsoft Office programs.

Use of switchboard, multi-line telephone, photocopier, and other pieces of office equipment.

**4. Experience**

Six months to one year on the job.

**5. Physical Demands**

Eye strain from computer, neck strain, sitting for long periods of time and intense concentration.

Constantly on telephone — sore neck.

**6. Working Conditions**

Frequent interruptions.

Conflicting demands.

Occasional after hour attendance at educational seminars.