

DATE OF APPLICATION: _____

**LEWIS COUNTY SCHOOLS
APPLICATION FOR EMPLOYMENT
HUMAN RESOURCES/PAYROLL CLERK**

NAME _____ SOC. SEC. NO. _____

ADDRESS _____

PRIMARY PHONE# _____

SECONDARY PHONE # _____

REFERENCES (Please do not list Relatives)

<u>Name</u>	<u>Relationship</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

EDUCATION

Please indicate the highest level of education completed:

___1 ___2 ___3 ___4 ___5 ___6 ___7 ___8 ___9 ___10 ___11 ___12
___GED Certificate ___Some College ___BS ___MA ___EDS

JOB-RELATED EXPERIENCE

___ Computer Skills/Data Processing ___ Microsoft Applications (Word, Excel, etc.)
___ Office Machines (Copy, fax, etc.) ___ Bookkeeping/Accounting
___ Other (Explain: _____)

EMPLOYMENT EXPERIENCE

<u>Employer</u>	<u>From/To (Mo. & Yr)</u>	<u>Duties</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**LEWIS COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION: Human Resources/Payroll Clerk

Work Schedule: 37.5 Hours per week

7:30 am – 4:00 pm

This position will be required to conduct the following duties on a regular basis, or as needed. This list is not all-inclusive and may be expanded as necessary.

SKILLS:

- Education in office occupations courses
- Computer skills
- Bookkeeping/Accounting for governmental accounting with modified accrual, appropriations accounting system preferred but not required
- Computer Application Skills
 - Word Processing
 - Spreadsheets
 - Database
 - Computer-based accounting

ESSENTIAL FUNCTIONS

PAYROLL:

- Process payrolls for school system
- Obtain and verify time sheets/cards, employee absence forms, and other data for payroll period.
- Calculate payrolls using data obtained and enter information into payroll system
- Enter voluntary deductions and prepare voluntary deduction payments for accounts payable
- Post payroll changes from source documents
- Post leave records prior to processing payrolls
- Deposit payroll taxes based on Federal and State regulations for deadlines
- Draft quarterly payroll reports for signature
- Balance calendar year payroll taxes for supervisor approval; process and distribute W2's and vendor 1099's
- Enter employee data to staff manager programs and report data to school principals/supervisors
- Balance insurance liability accounts at month end

HUMAN RESOURCES:

- Provide employee assistance and/or counseling in Human Resource and Family Medical Leave related areas
- Prepare and oversee completion of employee contracts as well as school system, state and federal employee required documentation
- Oversee employee records retention per state and federal guidelines

INSURANCE REPRESENTATIVE:

- Enrollment of employees into BOE insurance programs
- Data entry of employment enrollment, changes, terminations, etc. into insurance system
- Assist employees with insurance questions, problems, etc.
- Administer Section 125 Plan
- Attend state insurance meetings
- Prepare for and conduct annual employee insurance meeting

PURCHASING:

- Purchase materials, supplies and equipment for central office, federal and discretionary grant projects, special education, transportation, and maintenance departments.
- Prepare statements and collect funds for reimbursable expenses from individual schools and lessors

ACCOUNTANT/BOOKKEEPER:

- Assist in depositing funds received with Trustee's Office
- Prepare reports and work with auditors for annual reviews
- Request federal and discretionary grant funds per state regulations via state database
- Report quarterly expenditures and fiscal year end reports on federal and discretionary grant funds via state database

MISCELLANEOUS:

- Fill-in or assist, as needed, with secretarial duties of office and answer phones when backup is required
- Maintain and file all documents pertaining to employee records and paid warrants

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Prolonged sitting and typing, visual computer usage, walking, standing, bending and stooping, moderate overhead lifting, and carrying 25 pounds or more.

ADMINISTRATIVE PROCEDURE APPLICATION

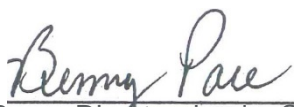
AND EMPLOYMENT POLICY 5.106

NEW APPLICANT NOTIFICATION July 2007

Public Chapter No. 598 states Local Education Associations (LEAs) are prohibited from hiring any individual whom the department of children's services has found to have committed abuse against a child or whose name has been placed on the state's vulnerable person's registry or the state's sex offender registry.

Beginning immediately, names of all potential certificated and non-certificated employees will be submitted to the Department of Children Services to determine *if* the potential employee were found by DCS to have committed child abuse.

In addition, prior to hiring, names of potential employees will be checked with the state's vulnerable person's registry and the state's sex offender registry.

A handwritten signature in cursive script that reads "Benny Pace".

Benny Pace, Director Lewis County
Schools July 31, 2007

I certify that the information given by me in this application is true and complete and that I am physically able to perform the duties as outlined in the attached job description in the performance of the position for which I may be employed.

Furthermore, I am aware that should investigation show any falsification, I will not be considered for employment, or if employed, I will be dismissed and disqualified from future consideration. I hereby authorize Lewis County Schools to make all necessary investigations concerning me or my actions. I further authorize each former employer, educational institution, or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application.

I recognize that, if I am employed, I will be required to submit to a TBI background investigation and fingerprinting and that I will be required to pay the cost of those investigations. I understand that my employment is contingent upon satisfactory background check results. If I am employed, I understand that the cost of the TBI/FBI background check will be deducted from my first payroll check and that I will be reimbursed by the Lewis County Board of Education for such fees upon completion of my six (6) month probationary period.

PLEASE READ CAREFULLY BEFORE SIGNING:

“Knowingly falsifying information required by Sec. 49-5-406(a)(1) shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution”

Signature of Applicant

Date

Lewis County Schools is committed to the principles of equal opportunity, equal access, and affirmative action. Discrimination on the basis of age, race, sex, color, religion, national origin, disability, or any other non-merit factor is prohibited. Lewis County Board Policy complies with State and Local Employment Policies, State Employment Law, and Federal Fair Labors Standards (FLSA). Lewis County Schools is a “Drug-Free” workplace.

NOTE: THIS POSITION REQUIRES A CRIMINAL BACKGROUND CHECK. THEREFORE, YOU MAY BE REQUIRED TO PROVIDE INFORMATION ABOUT YOUR CRIMINAL HISTORY IN ORDER TO BE CONSIDERED FOR THIS POSITION

NOTE: THIS DOCUMENT WILL BE RETAINED BY LEWIS COUNTY BOARD OF EDUCATION FOR ONE (1) YEAR FROM THE DATE OF THE APPLICATION AND ALL OUT-OF-DATE APPLICATIONS WILL BE DESTROYED AFTER THAT TIME.

Applicant Information Release

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Lewis County Board of Education, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signed: _____

Date: _____