



**Job Title:** Fair Share Specialist

**Reports To:** Immediate Supervisor

**Prepared By:** The Division of Human Resources

**Board Approved Date:**

**Pay Grade Range:** SU 105

**Summary:** The Fair Share Specialist's primary role involves performance of complex and important clerical operations and exercises judgment based upon knowledge gained through experience.

**Essential Duties and Responsibilities:**

- Varied clerical work entailing responsibility for independent performance of duties requiring exercise of judgment in making decisions in accordance with established policies and practices
- Screens telephone calls, incoming mail, and schedules appointments.
- Reads incoming mail and assembles files and other material to facilitate reply by a superior.
- Composes and drafts correspondence, requiring knowledge of departmental operations and regulations, which may not be reviewed by a superior.
- Maintains mailing lists and responsible for mailing circulars or releases periodically
- Maintains general office files, simple account records, and a variety of other office records.

**Other Duties:**

Other duties as assigned that are related to the functions of the position.

**Essential Functions/Qualifications/Requirements:**

**Education and Experience:**

Must have a high school diploma or high school equivalency plus one year of clerical experience. Must be able to understand and interpret written and verbal instructions. Must keep accurate, up-to-date written records.

**Work Environment Conditions:**



The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Professional Conduct:**

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

### **Technological Abilities:**

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

### [Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.