

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director of Human Resources, performs a wide variety of complex clerical assistance duties involving frequent and responsible contact with applicants, staff and the general public.

STATEMENT OF TYPICAL DUTIES:

- a. Provides a variety of information and clerical assistance involving frequent and responsible contact with applicants, staff and the general public. **E**
- b. Prepares “New Employee Packets” and Employee Orientation Packets and Information. **E**
- c. Establishes and maintains detailed filing system for employment applications and related documents ensuring retention according to established procedures. Verifies qualifying information, such as credentials, and experience. **E**
- d. Provides staff and the public information related to qualifying requirements for employment with the district. **E**
- e. Establishes and maintains personnel history files for substitutes, coaches, students and student workers. **E**
- f. Maintains various complex records, logs, and lists including materials of a confidential nature; maintains confidentiality of records and information. **E**
- g. Assures timely communications with human resources staff, district employees, and the public; makes phone calls to receive and transmit information; schedules appointments; types and distributes correspondence, vacancy notices, records, forms and lists. **E**
- h. Places advertisements, on district’s website and other websites, professional organization publications; confirms proof of insertion and processes invoices accordingly. **E**
- i. Assists in the organization and distribution of paychecks and direct deposit receipts. **E**
- j. Maintains district substitute pool; assist in the management of substitute assignment requests using an automated sub-caller system for available, eligible substitutes; ensure that individuals on substitute eligibility lists have appropriate active credentials, permits and/or certifications and engage in necessary verbal or written correspondence to provide notice. **E**
- k. Monitors TB expirations on all district staff; notifies employees and posts accordingly; monitors and maintains files. **E**
- l. Completes unemployment insurance claims and submits to carrier; composes and forwards reasonable assurance letters to appropriate personnel. **E**
- k. Distributes, receives and assures completeness of all student packets; routes to appropriate personnel. **E**
- l. Distributes, receives and assures completeness of all Coaches packets, routes to appropriate personnel
- k. Assists in compiling information for various reports prepared by the Human Resources Department. **E**
- m. Serves as back-up for other Human Resources department functions and the switchboard. **E**
- o. Performs other related tasks and assumes responsibilities as may be assigned by proper authority. **E**

KNOWLEDGE AND ABILITIES:

Knowledge of:

- District organization, operation, policies and procedures.
- Human Resources organization, procedures and programs.
- Modern office practices, procedures and equipment.
- Record keeping and reporting techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Verbal and written communication skills.
- Computer applications skills such as word and excel
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Customer Service skills

Ability to:

- Perform complex and responsible clerical duties, such as maintaining complex records and coordinating communications.
- Plan, organize and coordinate office activities to relieve supervisor of clerical detail.
- Communicate effectively both orally and in writing.
- Read, interpret and follow rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationship with others.
- Type at a net rate of 50 wpm from clear copy.
- Maintain records and prepare reports.
- Maintain the security of confidential materials.
- Comprehend and follow directions given verbally and in writing.
- Meet schedules and time lines
- Work independently under general direction
- Operate various office equipment, including computer and related software, typewriter, calculator, switchboard and duplicating machine, fax.
- Maintain a variety of filing systems.
- Complete work with many interruptions.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school, and two years of increasingly responsible clerical experience involving frequent contact with the public. Previous experience working with confidential records and exposure to a Human Resources environment preferred.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

District office environment; subject to many interruptions.