

Administrative Assistant
New Hanover County Schools

Job Description

Class: Classified

Dept: Human Resources

TITLE: Administrative Assistant VI

QUALIFICATIONS:

1. High school degree.
2. Three to five years experience in office environment with responsibility for complex duties. Prefer experience with personnel operations in a school system.
3. Effective communication and computer skills.

REPORTS TO: Director of Human Resources

JOB GOAL: To act as the administrative assistant to the Director of Human Resources and assist with all aspects of personnel operations for New Hanover County School employees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Maintain strict confidentiality for all personnel matters.
3. Assist with research for employee investigations, staff complaints, Employment Security Commission claims and reclassification of positions.
4. Develop and generate spreadsheets/databases to track implementation of various pay plans.
5. Oversee the monthly report for the Board, create the Board List for the Superintendent's office by the requested timeline.
6. Represent the Director and the Board of Education through release and explanation of public and non-controversial information to school employees, media and general public.
7. Maintain file of job descriptions and align with Classified Position List.
8. Work with the Director to organize the NHCS Job Fair, perform all clerical tasks associated with the event, assemble packets for distribution, and communicate with all schools and departments.

9. Assist with recruitment activities by creating database of colleges and universities with Career Day dates. Contact institutions for necessary information. Assemble packets and materials for recruitment trips.
10. Disseminate monthly letters of resignation along with exit survey. Prepare semi-annual Exit Survey Report.
11. Maintain database and files of all Action/Improvement Plans on school employees.
12. Review and ensure the accuracy of outgoing correspondence, records and or reports of complex, procedural or program activities.
13. Performs other related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: 12 month work year/At-Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 67

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, parents, and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to compile and summarize information.
- Ability to learn, interpret, and explain policies, regulations and procedures.
- Extensive knowledge of office practices and procedures.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.