

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

**POSITION PROFILE – SECRETARY TO THE HUMAN RESOURCE/
COMMUNITY RELATIONS DIRECTOR**

QUALIFICATIONS

Possess a high school diploma or its equivalent.

Possess a minimum of five years of secretarial experience or advanced clerical course work.

SKILL PREPARATION

Experiential knowledge of office procedures and practices: filing, record keeping, editing/proofreading.

Ability to operate a computer and related software with competence including working knowledge of Word, Excel, Page Maker, FileMaker Pro, Quark, and other current publication/date software packages.

Ability to exhibit superior competence in organizational skills, transcribing, composing and typing with considerable accuracy from written or dictated materials.

DUTIES AND RESPONSIBILITIES

Be responsible to the Human Resource/Community Relations Director for the completion of all appropriately assigned duties.

Handle information with professionalism, discretion, and confidentiality.

Perform all secretarial/clerical work efficiently and accurately.

Organize and maintain an orderly and detailed filing system.

Maintain accurate and up-to-date personnel records for all district employees to include, but not limited to the following: application packet, certification, course of study, evaluations, long-term leave of absence, daily absence reports, etc.

Post vacancies and maintain files of prospective Lampeter-Strasburg employees.

Maintain all district forms related to employment to include, but not limited to the following: district contract, collective bargaining agreement, tax forms, insurance options, direct deposit options, etc. Enter personnel data into the CSIU personnel system.

Assist in the distribution of information about benefits to all employees.

Maintain up-to-date records regarding employment laws.

Assist in communication between the Human Resource Director and payroll for all personnel changes.

Assist with the development and distribution of the district personnel directory and employee handbook.

Maintain and operate district employee identification equipment and supplies to produce identification tags.

Assist with the organization and preparation of staff and student recognition events.

Maintain files and distribute information regarding the United Way Campaign.

Assist with the lay-out and editing of all district publications including, but not limited to district newsletter, district report card, district calendar, and district menu.

Assist with community and public relations announcements, projects, and the distribution of district information.

Handle correspondence for the Human Resource/Community Relations Director.

EVALUATION

Evaluation will be conducted annually in the areas of skill preparation, job performance, and interpersonal skills.

Observations and evaluations shall be the responsibility of the Human Resources/Community Relations Director.