

CARBON COUNTY SCHOOL DISTRICT ONE
An Equal Opportunity Employer

POSITION: Personnel Secretary

LOCATION: Central Office

REPORTS TO: Director of Human Resources

Primary Purpose: To contribute to the smooth and efficient operation of the business office so as to facilitate achieving the mission and goals of the District for all students.

Essential Functions:

- *Perform all usual office routines and practices such as: file, research, memos, reports and spreadsheets; prepare and/or type reports and other documents, frequently confidential in nature, and compose letters and answer correspondence as directed*
- *Maintain Custody of State Department Reports related to Personnel*
- *Work to assure a favorable public image through the highest performance level possible*
- *Maintain the personnel process and records, including job descriptions and all documentation related to the personnel process*
- *Advertise District vacancies as directed*
- *Prepare and distribute new hire letters and contracts, create/maintain personnel files*
- *Prepare Personnel/Payroll related information for Board meetings*
- *File performance evaluations and goal assessments*
- *Annually prepare, revise, and distribute the District seniority lists for Board approval/adoption*
- *Follow-up on recertification of Teachers*
- *Maintain current district staffing plan*
- *Knowledge of sick, personal, vacation and other leave policies*
- *Prepare reports as required by the District and State*
- *Prepare staff listings as needed*
- *Provide new employee training in blood-borne pathogens, sexual harassment, etc.*
- *Employment and resignation lists for board meetings, follow up letters to staff*
- *Salary advancement list to board, memo and contract addendum to employee*
- *Perform all duties as assigned.*

Required Qualifications:

- *High School diploma or equivalent*
- *College degree or a minimum of 4 years previous office experience preferred*
- *Competency in word processing, database, spreadsheets, record keeping, internet use, and appropriate software*
- *Ability to compose written material with accurate use of grammar, spelling, punctuation, calculate figures and percentages*
- *Ability to maintain information accurately*
- *Ability to work effectively with the public*
- *Ability to respond to the needs of all employees in a polite and professional manner*
- *Ability to take direction from several Administrators/Board members*
- *Ability to contribute to a positive office relationship*
- *Present a professional image and dress appropriately*
- *Be proficient in use of Infinite Campus.*

FLSA Status: Exempt

NOTICE OF NONDISCRIMINATION:

Carbon County School District #1 does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history) or any other basis protected by federal, state, or local law in its programs or activities. Inquiries regarding the District's non-discrimination policies are handled at 615 Rodeo St. Rawlins, Wyoming, 82301 by Tanya Wall, Director of Human Resources and Title IX Coordinator, (307) 328-9200, twall@crb1.net

EEO/AA/Vet/Disability Employer