ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT – HUMAN RESOURCES

Department: Business
Immediate Supervisor: Personnel Director / Superintendent
Date: March 2008

GENERAL DUTIES: Provides support to the Personnel Director/Superintendent. Communicate orally and in writing with Administrators and district staff. Manage the on-line application process and hiring process. Mange the substitute system and the employee video training system. Manage the daily routine of the Human Resources department.

***ESSENTIAL REQUIREMENTS*:**

A. Minimum of a high School diploma or its equivalent. Previous administrative assistant experience preferred.
B. Knowledge of efficient office procedures and practices.
C. Excellent written and oral communication skills.
D. Ability to work positively and cooperatively with others.
E. Flexible and adaptable to changing activities and work loads.
F. Excellent computer skills including word processing (60 WPM), spreadsheets, databases, and other applications.
G. Ability to take initiative, work independently and follow directions, both oral and written.
H. The ability to work harmoniously with others. I.
I. Physical requirements which may include:
    1. In an eight-hour day the employee may:
        a. Stand.walk .5 – 1 hour
        b. Sit 7 – 8 hours
        c. Drive 0 – .5 hours
    2. Employee may use hands for repetitive:
        a. Single grasping
        b. Pushing and pulling
        c. Fine manipulation
    3. Employee may need to occasionally:
        a. Bend
        b. Squat
        c. Climb stairs and ladders
        d. Lift
    4. Noise Level in the work environment is usually quiet.

ESSENTIAL RESPONSIBILITIES:

1. Handle written correspondence and oral communication with staff and public.
2. Maintain personnel files and documents relating to the department, and respond to related inquires.
3. Provide positive leadership to other department clerical personnel.
4. Manage departmental budget.
5. Provide planning and logistical support for staff training activities.
6. Assist in the development, organization and production of District and school documents.
7. Input and maintain computer information on all district personnel.
8. Cultivate and model a respectful working and learning environment.
9. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
10. Have regular and punctual attendance.

11. Follow District policies, work procedures, and reasonable request by proper authority.
12. Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
13. Other duties as assigned.

SALARY: As negotiated in the OSEA agreement.

EVALUATION: In accordance with negotiated OSEA agreement and district policy.

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I _____ have read and understand the above
Print Name
requirements of the job description.

Employee Signature _____ **Date**_____