

ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
CONFIDENTIAL – ADMINISTRATIVE ASSISTANT / PERSONNEL

Division: Administration
Department: District Office
Immediate Supervisor: Superintendent
Date: April 2004

SUMMARY: This position provides secretarial, clerical, record keeping and organizational services for the Personnel department. This position prepares correspondences, reports and all employee personnel files for the district.

QUALIFICATIONS:

1. A minimum of a high school education with additional college courses.
2. Accurate and rapid typing skills.
3. Language skills including composition, punctuation, spelling, and correct usage.
4. Ability to set up and maintain an efficient filing system.
5. Must be skilled in computer operation and use of computer programs involving word processing.
6. Knowledge of District personnel and procedures.
7. Familiarity with personnel records and Teacher Standards and Practices Commission.
8. Ability to respond sensitively to questions about job openings and personnel matters.
9. Must show discretion in handling confidential and personnel information.
10. Working knowledge of basic office procedures and the operation of common office equipment.
11. Ability to speak effectively with teachers and staff.

SUPERVISORY RESPONSIBILITIES:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Maintain personnel files of administrators, classified and/or certified employees for the District.
- B. Maintain substitute classified or certified employee files.
- C. Update personnel information on computers.
- D. Prepare employee contracts, changes in status and levels of pay.
- E. Draft correspondence as requested.
- F. Type various personnel forms and records such as job descriptions.
- G. Prepare purchase orders for the personnel department.
- H. Respond to questions on the telephone about District operations, job openings and personnel information.
- I. When situation warrants, refer calls to appropriate District personnel.
- J. Prepare paperwork for dismissal action and grievances.
- K. Perform such other related task as may be requested by the supervisor or the Superintendent.
- L. Respond to court subpoenas and inquires from District personnel regarding employment records, status change, and other personnel matters.
- M. Update employee files to document personnel actions and to provide information for payroll and other uses.
- N. Compiles data from personnel records and prepares State reports.
- O. Process all employment applications.
- P. Process all volunteer applications.
- Q. Process all license renewals.
- R. Process tuition reimbursements.
- S. Process and maintain criminal history on all volunteers.
- T. Process and maintain fingerprints on all employees.
- U. Process and maintain district substitute list.
- V. Process and maintain and distribute union contracts and union packets.

- W. Maintain District Layoff and Recall list for the bargaining unions.
- X. Process and maintain all certified employees college credits.
- Y. Create and posting job openings.
- Z. Assist with job fair recruitment.

SALARY: As approved by the School Board.

EVALUATION: In accordance with district policy.

PHYSICAL DEMANDS & WORK ENVIRONMENT WHICH MAY INCLUDE:

- 1. In an eight-hour day the employee may:
 - a. Stand/walk 1 – 4 hours
 - b. Sit 3 – 5 hours
- 2. The employee may occasionally:
 - a. Bend/kneel/squat/reach
 - b. Use hands for repetitive motions
 - c. Lift and hold items to twenty-five pounds
- 3. The work environment is usually quiet

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 requirements of this job description.

Employee Signature _____ **Date** _____

Employee Name (Print) _____