

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: PERSONNEL ASSISTANT

BASIC FUNCTION:

Under the direction of the Personnel Director, assist with workflow for a high volume customer-service oriented office; serve as a resource for the personnel office clerical support staff and fill in to balance workload as needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide support to one or more individuals by maintaining personnel files, schedules, setting up appointments and responding to requests.

Process documents requiring knowledge of the special terminology, policies and procedures of the department.

Search out information in departmental records and files.

Maintain records and files of documents processed for ready access.

Assure the timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.

Review and prepare documents for entry of information into electronic data processing systems; follow up as needed to complete documents; enter and update information into assigned system according to standard formats; extract data from existing databases and convert to other formats.

Conduct Megan's Law screenings for Volunteer & Chaperone Programs.

Maintain confidentiality of private employee information processed or received during the course of performing assigned duties.

Respond to authorized requests for verification of employment; sort and distribute incoming mail for the Personnel Department.

Operates a variety of office equipment, including a computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Office functions, practices and procedures.
- Operation of a computer and assigned software.
- Correct usage of English language, grammar, spelling and punctuation.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Learn applicable codes, laws, rules, regulations related to assigned functions.
- Establish and maintain cooperative and effective working relationships with others.
- Convey technical information to others.
- Maintain confidentiality of private and sensitive information.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of coursework from an accredited business college. Experience in SACS and statistical record-keeping techniques preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

- Sitting and standing for extended periods of time.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Lifting and carrying moderately heavy objects.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to a computer.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017