

Job Title: Human Resources Secretary
Reports to: Director HR & Community Relations Non-Exempt
Dept./School: Human Resources Department

Primary Purpose:

Organize and manage the routine work activities of an administrative department office and provide clerical services to the director of human resources and other staff members.

Qualifications:**Education/Certification:**

High school diploma or GED

Special Knowledge/Skills:

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases and do word processing

Experience:

Three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:**Records, Reports, and Correspondence**

1. Prepare correspondence, forms, manuals schedules, contracts, and reports for the director of human resources and other department staff members using personal computer.
2. Distribute applicant records to principals and directors.
3. Prepare recruitment and new-hire packets.
4. Assist with the input and maintenance of information in employee database.
5. Prepare and distribute employment contracts.

6. Process and receive criminal history record information, references, and other application materials.
7. Compile Job Descriptions and Reasonable Assurance.
8. Maintain physical and computerized departmental files.

Accounting

9. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
10. Assist with the preparation of the human resource department budget.
11. Monitor and process employee time records, including leave requests and reports.

Other

12. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
13. Greet visitors and assist employees and applicants with completing applications and required paperwork.
14. Maintain a schedule of appointments, assist with scheduling and set up of interviews and meetings.
15. Make travel arrangements for department.
16. Receive, sort, and distribute mail and other documents to department staff.
17. Maintain confidentiality of information and files.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, calculator, copier, shredder, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature:

Date:
