GATEWAY UNIFIED SCHOOL DISTRICT
4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: HUMAN RESOURCES SECRETARY

DEFINITION:
Under the direction of the Director of Human Resources performs clerical duties necessary to organize and assist in the administration of the services of the school district and handles confidential matters related to the collective bargaining process.

DISTINGUISHING CHARACTERISTICS:
This is a confidential classified position requiring general business skills which will be implemented by working with administrators, management employees, certificated and classified staff to provide the best possible support services which will ensure excellence in the district's educational program.

ESSENTIAL FUNCTIONS:
1. Greets all visitors in a friendly, courteous, and professional manner, determines their needs, checks availability and directs them to the appropriate person/department.
2. Operates telephone switchboard and provides information as needed; takes and forwards calls and messages.
3. Operates all office machines and is responsible for scheduling general maintenance appointments and ordering supplies, including postage, for machines located in the main District Office.
5. Receives and distributes mail for the District Office.
6. Assists in recruitment of students to the District through contact with the public;
7. Processes inter/intra-district transfer requests and maintains appropriate records.
8. Performs secretarial duties; issuing bulletins and directives, typing correspondence, reports, forms, and necessary materials to help relieve the Human Resources Department of routine detail. In addition, provides minimal clerical support of other departments as needed.
9. Compiles and types confidential material related to the collective bargaining process.
10. Performs duties related to employee recruitment and selection by preparing and distributing vacancy notices, scheduling interviews as directed, and providing initial new hire paperwork.
11. Develops, maintains and distributes staff rosters and substitute lists.
12. Tracks, prepares and provides renewal notification for credentials, TB, and other employment requirements.
13. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:
1. Ability to pass the General Clerical Exam administered by the district at the 70th percentile or above.
2. Ability to pass a typing test at the net rate of 60 words per minute on a 5-minute timed writing.
3. Ability to use a computer for word processing and financial record keeping.
4. Ability to communicate effectively with students, staff, board members, parents, and community at large with a broad range of experience and knowledge.

REQUIRED QUALIFICATIONS (continued):

5. Ability to operate office equipment including, but not limited to, calculators, photo copiers, postage meters, dictaphones, FAX machines, etc.

DESIRED QUALIFICATIONS:

1. Knowledge of office practices and procedures.
2. Knowledge of legal requirements of school business practices.

PHYSICAL CHARACTERISTICS

While performing the duties of this job, the employee is required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee frequently is required to sit, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job includes close color and ability to adjust focus. The noise level in the work environment is usually moderate.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

1. High school diploma or the equivalent.
2. Two (2) years experience in complex secretarial and accounting work including financial and record keeping duties.