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 and stenographic 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 a high degree of organizational planning and 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. Performs secretarial duties; taking and transcribing dictation, issuing bulletins and directives, typing correspondence, reports, forms, and necessary materials.
2. Types confidential material related to the collective bargaining process.
3. Provides information as needed, taking and forwarding messages.
4. Operates all office related machines and computers.
5. Performs high level executive secretarial work as required.
6. Administers clerical and typing tests for classified positions.
7. Performs duties related to employee recruitment and selection.
8. Is responsible for Workers' Compensation claims and reporting.
9. Assists with preparation of Board packets and takes minutes of Board meetings when necessary.
10. Maintains and organizes personnel files.
11. 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 the Gateway Unified School District typing test at the net rate of 60 words per minute.
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.
5. Ability to operate office equipment including, but not limited to, calculators, photo copiers, postage meters, dictaphones, FAX machines, etc.
6. Ability to make decisions in the absence of the Director of Personnel.

HUMAN RESOURCES SECRETARY – Page 2

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, or 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.

Gateway Unified School District

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.

CC/b Revised 9/18/95