

# LYON COUNTY SCHOOL DISTRICT

## Administrative Assistant to Human Resources

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**Job Group:** Clerical

**Classification:** Classified Confidential

**Terms of Employment:** Pay Grade 26 on the Classified Salary Structure (12 month)

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:** Under general direction, performs a variety of professional activities in support of a centralized human resources system, including recruitment, systems/records development, and employee/organizational development. The Administrative Assistant is responsible for the processing and maintenance of certified and classified employee records and ensures confidentiality of information, files, and records. Works under the direct supervision and is evaluated by the Director of Human Resources.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Posts employment openings and maintains online application system.
2. Conducts new employee orientation, including benefits, compensation & online resources.
3. Oversees and maintains employee personnel files; purges files as necessary.
4. Maintains seniority lists for certified employee groups.
5. Monitors license expirations for personnel.
6. Manages certified personnel's credits to apply to salary schedule.
7. Prepares individual contracts (annual & extra duty) and Letters of Intent for licensed personnel.
8. Completes necessary statistical reports on annual basis.
9. Oversees maintenance of electronic database of employee information.
10. Prepares reports, correspondence, and a variety of written materials.
11. Provides support to employees, members of the general public, and other staff in the district in person and/or by phone by answering inquiries related to the district's operations, services, programs, and records.
12. Receives, processes, and verifies bills, invoices, purchase orders, and other related materials.
13. Acts as primary administrator of absence management/sub tracking program for permanent employees.
14. Works with HR Director to adjudicate negotiated agreements
15. Performs and participates in other related duties as assigned by the HR Director or designee.

### **POSITION EXPECTATIONS:**

1. Demonstrate effective written and oral communication skills.
2. Ability to work independently and as a team.
3. Demonstrate accurate typing skills at a rate of at least 50 WPM.
4. Familiarity with most commonly used computer programs, such as Word and Excel.
5. Knowledge of general office machines and telephone system.
6. High degree of discretion dealing with confidential information.
7. Ability and willingness to work cooperatively with others by establishing and maintaining effective working relationships.
8. Ability to travel for short business trips.
9. Effectively manage time and responsibilities by organizing priorities and meeting critical deadlines.
10. Ability to maintain accurate records and files.
11. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
12. Regular and consistent punctuality and attendance are essential functions of the job.

**POSITION REQUIREMENTS:**

**Education and Training:**

1. High School Diploma or equivalent.
2. Any combination of training, education, and experience that would provide the required responsibilities and expectations.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORK ENVIRONMENT:**

**Strength:** Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

**Environmental Conditions:** Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting				X
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting			X	
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		

Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping		X		
Handling		X		
Applying Torque (arms)	X			
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle	X			
Working Alone		X		
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day	X			
Overtime/Irregular Hrs	X			
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision		X		
Far Vision		X		
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection	X			
Speech Discrimination	X			
Audio Alarms	X			
Ability to Smell	X			

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or

who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_