



St. Helens School District
St. Helens, OR
Job Description
Secretary – Human Resources

Reports To: Human Resources Director
FLSA Status: Non-Exempt

JOB SUMMARY

This position provides full-spectrum administrative support to the Human Resources Department to meet the needs of each employee group. Serve as a point of contact for all district employees, the bus company and district charter school including matters of a confidential nature. Serves as a team member of the District Office staff. Handles daily work pressures, problem-solving, material acquisition, record keeping, state reports and requires a constant concentration to a volume of work that must be completed within a limited period of time with proficiency and attention to detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Provide administrative support to the Human Resources Director including, but not limited to preparation of presentations, tracking tuition reimbursement accounts, district calendars, Oregon Department of Education reports, correspondence to staff, preparing for various trainings/meetings.
2. Promote educational equity based on the principle that each student receives what is required for them to achieve success with regard to allocation of resources, opportunity, treatment and access.
3. Perform general office duties including answering phones, greeting the public and employees, typing, sorting, filing and tracking.
4. Research, create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format. Independently answer routine questions and correspondence not requiring the supervisor's attention.
5. Organize human resources data and submit Oregon Department of Education collection reports in a timely and proficient manner.
6. Monitor staff licensure and prepare necessary documentation for Teachers Standards & Practices (TSPC) to ensure all staff have current and appropriate licenses.
7. In collaboration with the Human Resources Director, prepare documents and tracking for negotiations with the unions.
8. Maintain the integrity of confidential information relating to students, staff and District operations.
9. Assist and support the HR department in welcoming and preparation of new employees.
10. Prepare, maintain and track Independent Contractor documentation.
11. Prepare, maintain and track all district employee contracts.
12. Prepare, maintain and track all staffing lists along with employee changes, resignations, retirements.
13. Professionally represent the HR department as directed in communications with constituents providing accurate information, facilitation and problem resolution, always referring to the union agreements and district board policies, state and federal laws.
14. Track and assure that all staff, volunteers and contractors have been cleared to work using the national, state and district background check processes.
15. Maintain accurate and complete personnel files.
16. Maintain accurate and complete evaluation timelines and notify staff in advance of pending deadlines necessary through documentation and the current district evaluation database.

17. Assist HR Director in registering and preparing for annual job fairs.
18. Assist and prepare for end of the year employee recognition including the event, service pins and retiree recognition.
19. Assist HR Director with annual auditor preparation.
20. Prepare employment verifications and disclosure releases in a timely manner.
21. Create job postings, tracking and maintenance.
22. Assist HR Director in the creation and maintenance of job descriptions.
23. Obtain and process documents for substitutes in preparation for payroll.
24. Maintain the union seniority lists.
25. Compile and prepare reports for administration and outside agencies as required. Use web-based programs to submit a variety of required reports. Liaison with the bus company and charter school.
26. Process and order supplies for the HR department and ensure that all billing and shipping issues are resolved with vendors and staff.
27. Process tuition reimbursements for staff ensuring all documents are obtained, entered into the district's accounting database in a timely manner and tracking proof of attendance requirements.
28. Assist with budget preparation for the HR department.
29. Appropriately maintain and secure confidential records and inquiries.
30. Professionally represent the school district and the interactions with staff, community and all stakeholders.
31. Maintain appropriate certifications and training hours as required.
32. Comply with applicable district, state, local and federal laws, rules and regulations.
33. Work independently and show initiative in the performance of duties.
34. Manage special projects as assigned by the director.
35. If an employee is bilingual, they may be required to interpret, translate documents, and/or communicate orally in the second language.
36. Other duties as assigned.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the District's goals.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High School Diploma or its equivalent.
2. Ability to rapidly and accurately enter and retrieve computerized data.
3. Works well with others from diverse backgrounds.
4. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
5. Ability to communicate fluently verbally and in writing in English.
6. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community.
7. Ability to effectively present information to education staff including Administrators.
8. Ability to read and interpret documents.
9. Ability to write reports and business correspondence.
10. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

11. Ability to compute rate, ratio and percent.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
14. Proficient in the use of computer and internet based applications, including but not limited to email and systems applications.
15. Administrative Assistant experience.
16. Human Resources experience is desired.
17. Ability to appropriately communicate with students, teachers, parents, members of the community, and others including vendors, colleges and other agencies.
18. Ability to exercise good judgment and work in an environment with frequent interruptions.
19. Certificates as determined by the District, including a valid Oregon Driver license.

PHYSICAL REQUIREMENTS

In an 8-hour workday, this job requires:

R - Rarely (Less than .5 hr per day)

O - Occasionally (.5-2.5 hrs per day)

F - Frequently (2.5-5.5 hrs per day)

C - Continually (5.5-8 hrs per day)

NA - Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				x	
Stationary Standing			x		
Walking (level surface)			x		
Walking (uneven surface)	x				
Crawling	x				
Crouching (bend at knees)		x			
Stooping (bend at waist)		x			
Twisting (knees/waist/neck)		x			
Turn/pivot		x			
Climbing (stairs)		x			
Climbing (ladder)	x				
Reaching Overhead		x			
Reaching extension		x			
Repetitive use arms			x		
Repetitive use wrists					x
Repetitive use hands grasping		x			
Repetitive use hands squeezing		x			
Fine manipulation					x
Using foot control	x				
*Pushing/Pulling (Maximum Weight: 40 lbs)		x			
*Lifting/Carrying (Maximum Weight: 40 lbs)			x		

*Identify items typically moved: boxes of files, supplies, banners

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: SHSD Human Resources

Prepared Date: April 2022

I have read and understand this job description.

Signature: _____

Date: _____