



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Administrative Assistant to Human Resources

(Rev.06/21/2018)

### Qualifications:

1. High school diploma; Bachelor's degree preferred
2. Knowledge of Microsoft Office package and Systems 3000 preferred
3. Strong communication and human relations skills
4. Minimum of three years experience in general or school office work
5. Experience in payroll processing and/or human resources functions preferred
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

### Reports To:

School Business Administrator/Board Secretary

### Job Goal:

The Administrative Assistant to Human Resources is responsible for the administrative support of day-to-day personnel and payroll operations.

### Performance Responsibilities:

1. Maintains high standards of confidentiality of all employee records and information.
2. Provides clerical and operational support to Business Office staff.
3. Enter payroll timesheets into payroll system software.
4. Processes employment verifications, unemployment claims, NJ FJLI requests, and reference checks.
5. Monitors and manages staff attendance.
6. Manages mandatory staff training database and tracks compliance.
7. Prepare all personnel related Board of Education approval letters and other correspondence as needed.
8. Maintains confidential personnel files.
9. Maintains HR and Payroll websites.
10. Maintains employee sick bank membership.
11. Updates job descriptions.
12. Assists with other Business Office projects as needed.
13. All other duties as assigned by the Business Administrator.

### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Administrative Assistant
Pay Grade/Compensation Structure:	G11
Evaluation:	In accordance with Board policy