

## COLTON JOINT UNIFIED SCHOOL DISTRICT

### CLASS TITLE: HUMAN RESOURCES ASSISTANT

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, perform responsible personnel and clerical duties in the areas of recruitment, examination, placement and maintenance of personnel records and files, and the preparation of related reports; provide information and assistance in person and on the telephone to District personnel, staff and the public regarding personnel matters.

#### REPRESENTATIVE DUTIES:

Perform a variety of personnel and clerical duties related to the recruitment, examination, selection and processing of certificated and/or classified personnel. *E*

Provide information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of personnel matters, such as job availability and personnel regulations, policies and procedures. *E*

Process job postings; prepare and distribute job announcements; retrieve applications as vacancies occur. *E*

Prepare, type, update, monitor and maintain a variety of forms, reports, bulletins, records, schedules, lists and files according to established procedures; verify and post information as necessary to assure completeness and accuracy. *E*

Prepare, distribute, receive, record and maintain files of job applications and other information; screen for completeness, file, or refer to appropriate department for selection process. *E*

Perform duties related to the examination of applicants as required; assemble and organize examination materials; administer, correct and score written exams; establish eligibility lists; notify final candidates. *E*

Compose and type letters, memoranda, lists and other materials according to established procedures; maintain statistical data in assigned databases for use in reports; assist with the production and compilation of statistical and compensation surveys and reports. *E*

Operate a computer, typewriter and other office equipment as assigned; input various information in appropriate databases. *E*

Monitor and oversee the placement of noon aides or other staff; provide information and assistance to staff; communicate with various school sites to assure proper coverage of staff; maintain related records and files. *E*

Assist in fingerprinting staff as requested.

Attend a variety of meetings facilitated by staff and other District offices as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Personnel office functions, practices and procedures.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Operation of a computer terminal and applicable software.  
Oral and written communication skills.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform responsible personnel and clerical duties in the areas of recruitment, examination, placement and maintenance of personnel records and files and the preparation of related reports.  
Provide information and assistance to others concerning employment policies and various personnel transactions.  
Maintain the security of confidential materials.  
Learn and apply personnel rules, regulations and related procedures.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports.  
Type at an acceptable rate of speed.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Education: **High School graduate or the equivalent.** Proof required.

Experience: Two years general clerical experience involving public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting and carrying light objects.