



ADMINISTRATIVE ASSISTANT TO PERSONNEL *Position Description*

Title: Administrative Assistant to Personnel
Location: Central Office
Terms of Employment: Full Time, 12 months
Effective Date:
FLSA Status: Non-Exempt

Purpose

The Administrative Assistant to Personnel is responsible for providing support within the Personnel Department on a variety of administrative tasks.

Qualifications

- Associate's degree preferred
- Minimum of 3 years of verifiable administrative experience preferred

Duties and Responsibilities

- Maintain personnel files of each employee
- Manage the paperwork and new hire process for new employees
- Assists the Director of Personnel with recruiting and hiring
- Prepares and issues employment contracts and letters to employees
- Assists with the coordination of substitute teachers
- Communicates with district employees and other entities
- Utilizes HRMS to track/maintain employee position data
- Receive telephone and in-person callers, maintaining a helpful, positive demeanor
- Ability to explain and interpret policies of district to employees and the public
- Maintain CEU records for all certified employees
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Ability to maintain strict confidentiality
- Exhibits listening, patience, caring, and empathy when relating to staff and community
- Strong organizational skills
- Effective communication and interpersonal skills

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