CONFIDENTIAL ADMINISTRATIVE ASSISTANT HUMAN RESOURCES

Purpose Statement

The job of Confidential Administrative Assistant District Office is done for the purpose/s of providing administrative secretarial support to the Executive Director of Human Resources; responding to inquiries from staff, the public, etc. to provide requested information and/or referral to other parties. The functions of this job classification require the performance of activities that are often of a highly confidential nature.

Essential Functions

- Assists Executive Director of Human Resources in administrative duties as requested for the purpose of support and completion of work activities and projects
- Assists Executive Director of Human Resources with various tasks including providing information to potential applicants on positions within the District; data entry for confidential / non-confidential (i.e. personnel files, applicant files, etc.) for the purpose of supporting the personnel department with the completion of their work activities
- Supports Executive Director Human Resources with employee hiring processes
- Assists with composing documents (i.e. correspondence, bulletins, reports, revision of Board Policies and Administrative Regulations under the direction of the Executive Director of Human Resources, etc.) for the purpose of communicating information to school and District personnel, the public, state officials, etc.
- Performs a broad array of general and program specific administrative clerical functions (i.e. compiling data, updating databases, composing documents, preparing written materials, calling for express mail pickup, disseminating mail, faxing, filing, etc.) for the purpose of supporting assigned administrator and/or assisting Human Resources support staff in the performance of their assignments
- Provides support with Human Resources Management Systems which may include set-up, implementation, training and on-going maintenance
- Prepares written materials (i.e. reports, logs, memos, notes, letters, minutes, email, etc.) for the purpose of documenting activities, providing reference and/or conveying information
- Processes documents and materials (schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties
- Processes and receives mail, deliveries, supplies, messages, keys, etc. for the purpose of disseminating materials to appropriate parties
- Supports Executive Director of Human Resources with negotiations research
- Composes complex documents [Correspondence, agendas and reports] for the purpose of documenting events, providing and/or requesting information
- Maintains manual and electronic documents, files and records
- May provide backup to Executive Assistant to the Superintendent Chief Learning Officer at Board meetings or other tasks in the absence of the Executive Assistant

Other Functions

- Attends meetings as assigned for the purpose of conveying and/or gathering information
- Orders supplies, forms, etc. for the purpose of ensuring availability of items as needed
- Performs all other duties as assigned

Job Requirements & Skills

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws as related to worker compensation and employee benefits; communicating with diverse groups; operation standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge is required to satisfactorily perform the functions of the job includes: business telephone etiquette and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and

consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operates equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience
Three years of Human Resources experience desired
Three years of School District Office experienced desired
Other job related experience with increasing levels of responsibility is highly desired

Certificates & Licenses
Valid Driver's License

Education
High School Diploma or equivalent and targeted job related education that meets the organizations pre-requisite requirements

Clearances
Criminal Justice Fingerprints/Clearance
TB Clearance

Required Testing
Successful Completion of Pre-Employment Process
Pre-Employment Proficiency Test

Supervision
Executive Director of Human Resources

Additional Qualifications
Ability to travel to other sites/locations

Salary Grade
Confidential Range 33

Continuing Education/ Training
Training attendance at workshops as appropriate

Work Year
260 Days