

CONFIDENTIAL JOB DESCRIPTION

**ADMINISTRATIVE ASSISTANT FOR HUMAN RESOURCES
SERVICES AND SUPPORT SPECIALIST**

JOB SUMMARY:

Serves as personal and confidential secretary to the Assistant Superintendent for Human Resources Services and Support, performs a wide variety of complex and responsible secretarial work, coordinates communications and information, and assists with administrative and other non-routine duties.

ESSENTIAL JOB FUNCTIONS:

- Interprets the policies and procedures relating to Human Resources Services and Support to officials, District staff, and the public.
- Assists in assembling technical data and information for administrative reports, types materials of manuscript quality, and attends to administrative details on special matters.
- Prepares, generally confidential, materials for Board of Education meetings, coordinates and assembles items for presentation by Human Resources Division, provides assistance and materials as needed, and conducts follow-up.
- Researches technical information for use with various reports and documents.
- Works specialized projects and prepares/distributes agendas and various documents.
- Keeps informed on regulations, policies, developments, assignments, and deadlines; maintains contacts with legal counsel, city and county agencies, etc.
- Composes letters, memoranda, and other materials independently or from minimal instructions.
- Receives and prepares correspondence, faxes, and e-mail.
- May attend and record, prepare, and distribute summary minutes of meetings.
- Develops complex/detailed computer-generated reports and documents.
- In specific situations, coordinates activities of other divisional staff members in order to attain a specific goal, and maintains an even distribution and flow of work.
- Makes arrangements for business/conference travel.
- Assists other District staff members in various tasks (i.e.: proofreading District publications, providing office support, etc.).
- Evaluates situations in order to take appropriate action or to direct to appropriate personnel for resolution.
- Screens visitors, telephone calls, and mail; schedules meetings for Assistant Superintendent.
- Maintains administrative and correspondence files, confidential files, and official records.
- Other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Three years of full-time experience of a secretarial or clerical nature; experience in a school district is preferred.
- Ability to type at 55 net words per minute; perform a variety of difficult secretarial work; relate to employees and the public in a positive manner; compose correspondence independently; understand and give clear and concise explanations; work independently in the absence of specific instructions; retain the confidentiality of the work assigned.
- Knowledge of modern office practices and equipment; personal computer applications (Microsoft Windows, Microsoft Word, PowerPoint, e-mail, Netscape); policies, laws, rules, and regulations affecting the work of the Assistant Superintendent for Human Resources Services and Support; English usage, spelling, grammar, punctuation, and composition; organization and collection of data.
- Business or technical (secretarial) training school preferred.