

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Executive Assistant - Human Resources
Reports To: Assistant Superintendent of Human Resources

SUMMARY

The Human Resources Executive Assistant will assist the Cabinet-level administrator in the performance of general District responsibilities in the area of Human Resources.

QUALIFICATIONS/REQUIREMENTS

The Executive Assistant shall have earned a high school diploma or its equivalent; a minimum of three years of professional secretarial experience is preferred, along with an extensive and high level of competence in clerical skills including Google Applications, Microsoft Office Suite, SISFin, Frontline Applications, and other platforms used by the District. Qualified candidates will have a history of employment that proves a high standard of ethics, the ability to appropriately work with highly confidential information, and have a strong independent initiative. Mathematical aptitude and the use of formulas in Google Sheets is expected in this position.

ESSENTIAL JOB DUTIES

- Demonstrates initiative and independent judgment in establishing professional office routines.
- Assumes responsibility for a wide variety of clerical and management tasks associated with Central Office operations.
- Processes FMLA and ADA requests for employees. This includes collecting all required paperwork, requesting medical certifications as needed, calculating and accounting for leave use.
- Acts as receptionist in answering telephone and greeting visitors.
- Arranges appointments and screens visitors to office.
- Creates memos, correspondence, forms and notices with accuracy and a professional tone.
- Organizes and maintains appropriate filing systems.
- Operates office equipment.
- Maintains confidential nature of all personnel related matters including personnel records for all District employees.
- Prepares reports and research documents as requested.
- Processes I-9 verification forms and files.
- Performs web-based functions for employee resources, including those for recruiting, hiring, and retention of employees.
- Assists in monitoring the completion of the annual mandatory trainings.
- Develops and maintains a system of personnel records for all employees in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, staffing, resignation, vacations, absences, tuition reimbursement, and supplemental pay.

ESSENTIAL JOB DUTIES (cont'd)

- Possesses the ability to prioritize multiple tasks, work effectively under stress, meet short deadlines, take direction, and work independently with minimum supervision.
- Produces accurate work with frequent interruptions.
- Has the ability to learn and utilize new software programs as systems are upgraded.

OTHER DUTIES AND RESPONSIBILITIES

Handles secretarial tasks assigned by the Assistant Superintendent of Human Resources and/or designated administrator. Performs other duties as assigned by Assistant Superintendent of Human Resources/Superintendent.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.