

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: HUMAN RESOURCES OFFICE ASSISTANT (RANGE 18)

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform responsible personnel duties in the area of classified or certificated recruitment. Perform tasks related to fingerprint processing functions for applicants and to provide information services to staff and customers regarding employment and fingerprinting issues; perform typing and record keeping tasks and other job related tasks as required.

#### **REPRESENTATIVE DUTIES:**

Evaluates fingerprints for the purpose of determining clarity and consistency in accordance with established guidelines. *E*

Maintains a variety of files and records (manual and computer) (e.g. confidential chronological fingerprint logs, date of clearance records, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements. *E*

Performs live scan fingerprinting (e.g. scheduling, copying, faxing, etc.) for the purpose of electronically capturing fingerprint images and accompanying data for transmission to the Department of Justice. *E*

Processes documents and materials (e.g. notifications, requests for information, etc.) for the purpose of disseminating information to appropriate parties. *E*

Responds to inquiries from a variety of internal and external parties (e.g. staff, district personnel, students, public, non-public and private agencies, etc.) for the purpose of providing information facilitating communication among parties and/or providing direction relative to fingerprinting. *E*

Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions. *E*

Attends meeting as assigned for the purpose of conveying and/or gathering information required to perform functions. *E*

Maintains inventories of supplies and materials for the purpose of ensuring items' availability. *E*

Perform a variety of responsible clerical and technical duties in support of the District's classified and certificated personnel program; communicate with applicants and employees and provide information. *E*

Verify employment. *E*

Prepare, type, update and maintain a variety of materials related to assigned activities; verify, post and enter information as assigned; assure completeness and accuracy of materials; maintain various spreadsheet databases. *E*

Contact new classified substitute personnel and provide orientation to the District. *E*

Coordinate assigned personnel programs as assigned; prepare reports and lists for Board presentation. *E*

Compose, prepare, maintain and process a variety of confidential correspondence, records and reports. *E*

Operate various office machines. *E*

Assist front desk receptionist for the purpose of supporting incumbent in responding to calls and individuals in a timely manner. *E*

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Personnel office functions, principles, techniques, practices and procedures.

Record-keeping techniques.

Operation of a computer terminal.

Maintaining records in database format and basic report production from word processing applications.

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 and selection and maintenance of personnel applicant records and files.

To schedule a significant number of activities; often gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment.

Work with significant diversity of individuals and/or groups; work with data of similar types and/or purposes/ and utilize a variety of job related equipment.

Perform varied and responsible personnel assignments related to fingerprinting.

Maintain the security of confidential materials.

Apply personnel rules and related procedures.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Type at 40 words per minute with accuracy.

Establish and maintain effective and cooperative working relationships with others.

Meet schedules and time lines.

Complete work with many interruptions.

Perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions.

Work independently in the absence of specific instructions; under general supervision and apply rules and regulations

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, human resources or related field and two years increasingly responsible clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

Upon employment must receive and maintain a "Certificate to Roll Fingerprints" from the Department of Justice in accordance with the provisions of penal code section 11102.1

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment.

Subject to considerable distraction and noise from constant interruptions and office activities.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and fingerprint machine.

Reaching overhead, above the shoulders and horizontally

Significant handling, fingering and/or feeling

Kneeling and crouching to retrieve files.

Bending at the waist

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

Seeing to read applicant materials.

Standing for extended periods of time.

Occasional lifting, carrying, pushing and/or pulling; some climbing and balancing;

Some stooping, kneeling, crouching