

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Human Resources Assistant

**Reports to:** Department Administrator

**Classification:** Classified Confidential

**FLSA:** Non-Exempt

**Range:** Classified Confidential Salary  
Schedule

---

### EDUCATION AND EXPERIENCE

Experience:

Two years of clerical and/or secretarial experience.

Education:

High school diploma or equivalent and completion of business education courses.

### SUMMARY

Under the supervision of the Assistant Superintendent of Personnel, with work coordinated by the Administrative Secretary, performs a variety of clerical duties requiring frequent contact with Principals, Managers, employees and candidates for employment.

### SPECIFIC RESPONSIBILITIES

1. Perform a wide variety of clerical duties for the personnel department.
2. Interview callers by telephone and in person, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide information regarding district vacancies, application process, testing dates and vacancy closing dates.
3. Maintains employee personnel files.
4. Distributes announcements for district vacancies.
5. Maintains application files.
6. Serves as back up for obtaining teacher substitutes.
7. Performs other related duties as may be assigned.

### SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Modern office procedures and methods,
- business English, including vocabulary, grammatical usage,
- modern filing methods,
- common office machines.

Ability to:

- Perform clerical duties with speed and accuracy,

04/18/00

Approved by Board of Trustees:

November 12, 1982

- carry out rules, laws and policies,
- make arithmetical calculations,
- compile and maintain accurate records and reports,
- carry out oral/written directions,
- meet the public courteously,
- establish and maintain effective work relationships.
- Ability to type accurately 45 net words per minute.

04/18/00

Approved by Board of Trustees:  
November 12, 1982