**MERCED CITY SCHOOL DISTRICT**

**CLASS TITLE: PERSONNEL ASSISTANT**

**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Administrative Services, perform a variety of personnel-related functions in support of the certificated and classified personnel programs; maintain the sub-calling system; maintain absence tracking, assist with employee records and recruitment activities.

**REPRESENTATIVE DUTIES:**

Perform a variety of personnel-related functions in support of the certificated and classified personnel programs. ***E***

Maintain the sub-calling system; assist employees with procedures to call in absences; coordinate absences and substitutes with sites and fiscal services; interview and coordinate substitute program. ***E***

Maintain the absence tracking system; post absences and make necessary employee records adjustments. ***E***

Maintain employment records for employees; provide employment verifications as necessary. ***E***

Perform other clerical superintendent activities for the classified or certificated program; contact applicants; schedule interview panels; send notices and other correspondence. ***E***

Receive visitors to the Personnel Department; screen telephone calls and direct to proper location, providing information as appropriate; provide applications and instructions for completion as necessary. ***E***

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Personnel Assistant works under the direct supervision of the Director/Department Administrator. Exercises no supervision.

**MINIMUM QUALIFICATIONS:**

KNOWLEDGE OF:
Modern office practices, procedures and equipment.
Record storage, retrieval and management systems.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Perform a variety of clerical duties involving typing, filing and maintaining records orreports in support of a school or District function.
Learn and apply laws, rules, regulations involved in assigned clerical activities.
Understand and follow oral and written directions.
Type at 45 words net per minute from clear copy.
Operate a variety of office equipment including computer terminal as required by the assignment.
Meet schedules and time lines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and two years of clerical experience including some experience in a personnel department or related activity.

**WORKING CONDITIONS:**

ENVIRONMENT:
Office environment.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to proofread documents and typing assignments; sitting for extended periods of time.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: March 3, 1981
Policy Revised: June 5, 1984
Policy Revised: June 3, 1992
Policy Revised: April 4, 1995