CLASS TITLE: **HUMAN RESOURCES ASSISTANT**

DEFINITION: Under supervision, performs work requiring detailed personnel knowledge in a specific area, and performs related work as required.

EXAMPLES OF DUTIES:

- Performs a wide variety of clerical tasks requiring independent judgment
- Interprets and applies personnel rules, regulations, procedures, policies, contracts and precedent in the areas of employee selections and processing, credentials and substitute system
- Researches, prepares and processes reports independently
- Compiles and records information
- Establishes and maintains personnel files and records
- Composes and types documents
- Complex data entry and problem solving using the integrated human resources/payroll system
- May facilitate interviews
- May proctor tests
- Operates various office equipment, including computers and related software
- Verifies employment and human resources processing documents
- Advises and assists employees and the public
- May order supplies
- Establishes and maintains appointment schedules
- Monitor State and Federal laws and District requirements for specific positions, where applicable

DESIRABLE QUALIFICATIONS:

Training and Experience: High School Diploma or equivalent required. A combination of training and experience equivalent to two years of office experience (human resources experience desirable).

Knowledge of:

- Standard office methods, procedures and equipment
- Correct English usage, spelling and grammar
- Mathematics
- Departmental policies and procedures

Skill in:

- Performing a variety of clerical tasks in an accurate and timely manner
- Performing mathematical computations
- Maintaining office records and files

- Following oral and written instructions
- Establishing and maintaining effective working relationships with others
- Operating office equipment
- Compiling information and preparing reports
- Training and supervising others
- Typing with speed and accuracy
- Operating a computer
- Writing and speaking clearly and effectively

Ability to:

- Learn and understand computerized human resources/payroll system
- Learn to interpret and apply rules, policies, procedures and regulations
- Operate a computer

Working Conditions:

Office Environment, driving a vehicle to conduct work. With or without accommodations, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing, and operating computer keyboard.

Licenses and Certificates:

- A valid California Driver's License