



JOB DESCRIPTION

Job Title	Administrative Assistant – District Office
Department	Human Resources
Reports To	Human Resources Manager
Classification	Hourly Classified
Location	District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Administration Assistant – District Office, greets, verifies, and directs building visitors and performs other reception and clerical duties of the Human Resources department to represent the district in a professional manner to internal and external parties. The Administrative Assistant is responsible for maintaining smooth operation of the District Office Building and assisting with a variety of Human Resources functions.

Essential Job Functions

- Follows all safety and security protocol regarding visitor entry by screening and assisting visitors to the District Office.
- Organizes, updates, and approves meetings taking place within the District Office.
- Provides clerical and receptionist support for the Human Resources department and District Office through various communication methods.
- Monitors employment report for information necessary to complete a variety of tasks such as; updating the badge system, required trainings by position, and ordering supplies.
- Assists with tracking required data and follows up as necessary.
- Sorts incoming mail for the District Office and prepares outgoing mail for the District Office.
- Distributes and collects materials and information for the District Office such as packages, gas cards, and other materials.
- Creates, communicates, and ensures completion of Human Resources department documents to various internal and external parties.
- Assists with departmental calendar management and appointment setting.
- Assists with preparation for committee meetings.
- Performs data entry and tracking for various Human Resources department initiatives including but not limited to, the District’s evaluation process, extra duty or increment assignments, absence management system, and the in-service verification process.
- Creates, communicates, and ensures completion of Human Resources department documents to various stakeholders.
- Organizes and maintains employee files; follows up with employee as necessary.

- Organizes, maintains, and files a variety of Human Resources department documents including reference check forms, interview notes, paper files, and virtual files.
- Processes and maintains database for background checks for volunteers, employees, and vendors.
- Coordinates new staff onboarding procedures and communicates appropriately with all parties involved.
- Orders supplies, organizes, and plans for Human Resources meetings and events, travel and department professional development needs.
- Maintains department web page and intranet.
- Assists with department budget activities.

Ancillary Job Functions

- Assists with special projects within the Human Resources department.
- Performs other related duties as assigned.
- Performs miscellaneous clerical duties for other departments.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Additional coursework or advanced training in secretarial skills and/or Microsoft Office Suite.
- Recent successful experience as a secretary or other office professional position.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree or post-secondary coursework in clerical/administrative functions.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to multitask and keep calm under pressure.
- Thorough knowledge of modern office technology and procedures.
- Ability to work independently with minimal supervision.
- Ability to prioritize effectively.
- Ability to quickly learn and operate multiple computer programs.
- Ability to establish and maintain effective public and working relationships.
- Able to provide a high level of customer service to both District personnel and the community.
- Ability to maintain accurate and complete records and to prepare clear and detailed reports.
- Ability to deal responsibly with confidential information.
- Ability to manage building secure entrance protocol.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Effective oral and written communication skills.
- Strong Microsoft Office knowledge.

- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom conditions and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch
- Frequently required to talk and hear.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.