



JOB DESCRIPTION

Job Title	Administrative Assistant, Human Resources
Department	Human Resources
Reports To	Human Resources Manager
Classification	Classified
Location	Administration Building
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 Administrative Assistant, Human Resources supports the Human Resources department by providing clerical, receptionist, and technology support as well as providing exceptional customer service to internal and external stakeholders of the Human Resources department. The Administrative Assistant, Human Resources maintains smooth operation of the office, employment candidate communications, background checks, and assists with a variety of events and Human Resources functions.

Essential Job Functions

- Provides clerical and receptionist support for the Human Resources department.
- Performs data entry and tracking for various Human Resources department initiatives including 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.
- Works with new hires and student teachers to ensure required paperwork is completed and accurately processed.
- 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 involved parties.
- Orders office supplies, organizes, and makes arrangements for Human Resources meetings and events, travel and department professional development needs.
- Assists in the operation of the electronic application system and assists candidates with the application process.
- Maintains department web page and intranet.
- Performs data entry and completes quarterly Medicaid reporting.
- Assists with department budget activities.

Ancillary Job Functions

- Provides coverage support to Central Services Receptionist for the Human Resources department.
- Provides backup support for the District absence management program.
- Assists with special projects within the Human Resources department.
- Performs other related duties as assigned.

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 clerical skills and/or Microsoft Office Suite.
- Recent successful experience as in an 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.
- Prior experience in Human Resources.

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

- Ability to provide services with a high degree of confidentiality.
- Proficiency in Microsoft Office programs and ability to perform data entry.
- Excellent interpersonal skills.
- Effective oral and written communication skills.
- Ability to work independently with minimal supervision.
- Ability to interpret and communicate departmental and district policies, rules, and regulations.
- Ability to operate various office machines (computer, telephone, facsimile, copier, ect.).
- Ability to organize and keep accurate records.
- Ability to work and communicate effectively with a wide range of internal and external stakeholders.
- Knowledge of Human Resources principles and practices.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- 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 environment 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.