

LYON COUNTY SCHOOL DISTRICT

Administrative Secretary to Human Resources

Job Group: Clerical

Classification: Classified (Confidential)

Terms of Employment: Pay Grade 25 on the Classified Salary Structure (12 month, 8 Hour Paid Workday)

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: Under general direction from the Executive Director of Human Resources and the Safety and Benefits Risk Manager, performs a variety of professional activities associated with Human Resources duties for the District. This position assists with employee onboarding, background processing, substitute management, data entry, reports, and other related HR secretarial duties. This position works under the direct supervision of, and is evaluated by, the Safety and Benefits Risk Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Serve as a point of contact for new employees, volunteers, and substitute onboarding and related HR secretarial services.
2. Manage and maintain department records and purchase orders.
3. Prepares reports, correspondence, and a variety of written materials for the HR Department.
4. Provides general clerical and administrative support to the HR Department.
5. Assists the Safety & Benefits Risk Manager in Workers' Compensation claims and reports, FMLA, and benefit plans for employees.
6. Acts as primary administrator of the substitute tracking program for all substitutes.
7. Maintains and monitors current substitute lists for the District.
8. Updates the Substitute webpage/portal with current and accurate information.
9. Maintains the classified employee seniority list.
10. Returns unemployment claims information to DETR.
11. Processes Volunteer and Coaching applications and background checks.
12. Inputs OSHA reporting for review by the Safety and Benefits Risk Manager.
13. Monitors transportation CDL licensing, DMV checks, drug testing and other transportation tests.
14. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
15. Regular and consistent punctuality and attendance.
16. Perform all other related duties as assigned by the Safety and Benefits Risk Manager or designee.

POSITION EXPECTATIONS:

1. Demonstrate effective oral and written communication skills.
2. Demonstrate professional appearance.
3. Demonstrate highly effective customer service orientation.

4. High degree of discretion dealing with confidential information.
5. Ability to effectively manage time and responsibilities by organizing priorities
6. Strength in dealing with multiple tasks simultaneously and prioritizing when necessary.
7. Ability to perform highly detailed and complex clerical work.
8. Be familiar with computer programs such as Microsoft Office Suite, as well as other desktop publishing and word processing software.
9. Knowledge of office procedures, and functions of office equipment such as copier, fax machine, and multiline phone system.
10. Familiar with the Lyon County School District policies and procedures.
11. Ability to work independently without direct supervision, and on a team completing complex tasks.
12. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.

POSITION REQUIREMENTS:

Education and Training:

1. Must possess a high school diploma or equivalent.
2. Must be able to type at least 50 WPM, as well as have proficiency with 10-key data entry.
3. Some clerical experience in data entry or record-keeping is preferred but not required for this position.

Licenses and Certifications:

1. None

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT:

Strength: Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in

person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting				X
Standing		X		
Walking		X		
Bending/Stooping/ Squatting/Twisting			X	
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				
Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	

Computer Monitor/ CRT			X	
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision				
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Supervisor Signature: _____ Date: _____