



JOB DESCRIPTION

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| Job Title | Administrative Secretary – Human Resources |
| Department | Human Resources |
| Reports To | Executive Director of Human Resources |
| 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 Secretary of Human Resources supports the Human Resources Department by providing clerical, receptionist, and technology support as well as providing outstanding customer service to internal and external customers of the Human Resources office. The Administrative Secretary maintains smooth operation of the office, handles travel, professional development, employment candidate communications, background checks, and assists with a variety of events and Human Resource functions.

Essential Job Functions

- Provides clerical and receptionist support for the HR department and provides backup support for AESOP.
- Processes and maintains database for background checks for volunteers, employees, and vendors.
- Performs data entry and runs Medicaid report quarterly.
- Enters information to track employee data regarding Red Cross certifications, licensing, testing, in-service, non-violent crisis intervention, etc.
- Assists in the operation of the electronic application system and assists candidates with the application process.
- Orders office supplies, organizes and makes arrangements for HR meetings and events, handles travel and department professional development needs.
- Assists with department budget activities.
- Organizes and maintains employee files; follows up with employee as necessary.
- Maintains department web page.
- Works with new hires and student teachers to ensure required paperwork is completely and accurately processed.
- Creates and distributes all employee, contractor, first responder, and vendor badges, maintains security protocol, badge databases and is responsible for maintaining appropriate badge access for all staff and vendors.

- Performs data entry and tracking for the district’s evaluation process, extra duty or increment assignments, and the in-service verification process.
- Works with Business Plus software to input and update Food and Nutrition and Custodial employment actions.

Ancillary Job Functions

- Assists with special projects within the HR department.
- Assists in the orientation of new employees and substitutes.
- 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.

- Associate degree or post-secondary coursework in clerical/administrative functions.
- Ability to work with a variety of computer programs.
- Recent successful experience in a responsible office position.
- Extensive experience with Microsoft Office Suite.
- Prior experience maintaining web pages.
- Requires successful passing of district secretarial/clerical skills test.

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

- Prior experience in database management of Human Resources.
- Extensive knowledge of district building access and security procedures.

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

- Ability to work independently with minimal supervision.
- Ability to deal responsibly with confidential information.
- Knowledge of Human Resources principles, practices, and database management.
- Effective oral and written communication skills.
- Thorough knowledge of modern office technology and procedures.
- Ability to organize and keep accurate records.
- Ability to work and communicate effectively with a wide range of co-workers, applicants, and business partners.

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.

- Ability to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.