

Job Title: Administrative Secretary, Human Resources
(Secondary Education Staffing)

Department: Human Resources

Reports To: Assistant Director, Human Resources

FLSA Status: Non Exempt

Salary Schedule: SC lane 10



SUMMARY

The Human Resources Administrative Secretary provides secretarial support to the department by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Maintains online applicant system by creating authorized job postings.

Reviews employment applications and screens candidates for acceptable experience, education, training, job skills, and other qualifications.

Informs applicants of job duties and responsibilities, work schedules, availability, working conditions, policies, and other information.

Reviews recommendation for selection received from authorized personnel. Audits for compliance with district selection policy and procedures.

Complies with established Human Resources Department procedures.

Performs reference and background checks on applicants when applicable.

Assists employees and applicants in completing personnel documents to include; I-9, W-4, work agreements, and contracts. Reviews and audits documents for accuracy.

Updates computerized tracking systems, payroll systems, and personnel data systems with employee information.

Updates employee files to document personnel actions and to provide information for payroll and other uses. Files applicable information according to the personnel filing system.

Completes personnel actions and records for use in payroll processing.

Processes employment verifications and assists in other employment activities. Examines employee files to answer inquiries and provides information to authorized persons.

Compiles data from personnel records and prepares reports.

Compiles and distributes minutes from HR Staff Meetings.

Reviews applications for Education Adjustments and Verification Forms. Researches and verifies submitted documentation for application approval. Updates and maintains reports regarding submitted applications and approvals for payroll and licensing qualification purposes. Updates USBE CACTUS database with approved education levels or submits information to USBE for posting of degrees.

Organizes annual UPEHRA Conference, including, but not limited to, accepting conference registrations and fees, coordinating vendor registration and participation, and planning & ordering conference supplies, refreshments, and meals.

Accepts and deposits funds received by the HR Department. Records financial transactions and audits and reconciles credit card transactions. Maintains and prepares information needed for budget purposes.

Provides secretarial support to the HR Directors and coordinates travel arrangements upon request. Schedules appointments for the HR Executive Director as needed.

Answers telephone to provide information, take messages, or transfer calls.

Screens incoming calls and correspondence and responds independently when possible.

Greets scheduled visitors and conducts to appropriate area or person.

Organizes and maintains file system, and files correspondence and other records.

Acts as custodian of documents and records.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's Degree (A. A.) or equivalent from an accredited college or university; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Ability to use Microsoft Office software. The ability to use and manipulate data tables in Microsoft Excel.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here 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 the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, and sit; use fingers and hands to handle; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Executive Director, Human Resources		Date:
Approved By: Executive Director, Human Resources		Date:
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist Date: 10/27/2016
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources Date: 11/22/2019

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	