

**Job Title:** Human Resources Assistant  
**Department:** Human Resources  
**Reports To:** Assistant Director, Human Resources  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 08



## **SUMMARY**

The Human Resources Assistant performs secretarial duties for the Human Resources Department. The HR Assistant's primary responsibility is to provide fingerprinting services and submit prints for background checks for WCSD and limited outside agencies. Additional responsibilities include, but not limited to, varied office clerical tasks, contacting school district staff as well as outside agencies regarding background check results, and exercising considerable independence, confidentiality, and judgment in performing their tasks.

**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.*

Provides Fingerprinting Services and submits Background Check Applications to Utah Bureau of Criminal Identification for WCSD and approved outside agencies, using the Utah Criminal Justice Information System (UCJIS). Stays abreast of changes and updates with UCJIS.

Accepts and deposits funds for Fingerprinting and Background Check services and First Aid/CPR courses. Records and maintains records of financial transactions.

Manages Applicant Background Check (ABC) System. Updates and maintains databases to ensure compliance with state mandated regulations.

Reconciles invoices for Background Checks and WorkMed Fit for Duty Assessments for payment approval.

Accurately inputs and updates data in the Human Resources and Payroll business system.

Orders and maintains HR Department supply inventory.

Utilizes the federal E-Verify system to perform mandated I-9 checks.

Scans and archives completed I-9 forms and identification. Updates and maintains I-9 archives.

Files all correspondence in employee Personnel Files for the department.

Assists HR staff with special projects as assigned.

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.

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

Screens incoming calls and correspondence and responds independently when possible.

Greets scheduled visitors and directs to the appropriate area or person.

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

Acts as custodian of documents and records.

Complies with established Human Resources Department procedures.

### **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 variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **EDUCATION and/or EXPERIENCE**

Associate's Degree or equivalent from technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. 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, peripheral vision, depth perception, and the 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 employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

**The employee will have frequent interaction and close proximity to visitors during fingerprinting appointments.**

Prepared By: <b>HR Position Management Specialist</b>			Date: <b>12/1/2008</b>
Approved By: <b>Executive Director, Human Resources</b>			Date: <b>12/1/2008</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>9/30/2009</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>1/16/2015</b>
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<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>04/29/2024</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>02/27/2025</b>

**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:	