

Administrative Assistant Human Resources

Primary Function

To maintain the smooth operation of the Department of Human Resources

Organizational Relationships

Reports to the Administrator for Human Resources

Qualifications

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle personnel information with confidentiality.

Performance Responsibilities

1. Assist in office routines including mail, phones, and correspondence, including maintaining an orderly office environment and supplies as needed.
2. Maintain the online application system (Applitrack). Monitor open positions; place internal and external postings as well as advertisements when needed. Organize and schedule interview sessions, including corresponding with applicants, interviewees, and new hires.
3. Maintain applicant files and database, assist maintenance of personnel database (Skyward and File Maker) and files
4. Maintain the absence notification system (AESOP) and substitute teaching list. Create personnel records on substitute teachers.
5. Creates and maintains personnel records, monitors completion of required employment credentials.
6. Oversee process for issuance and renewal of state credentials.
7. Process criminal background check and fingerprinting.
8. Process name and address changes, including communicating such changes to technology and payroll to ensure that directory information, emergency notification system, email addresses, and payroll information is up-to-date.
9. Track the employee evaluation process including the annual assignment of evaluator, evaluation type, and ensure that deadlines are met by supervisors.
10. Generate letters, memos, and other written correspondence sent from the Human Resources office.
11. Complete required state reports as assigned.
12. Create personnel reports, research information for personnel and other departments.
13. Respond to questionnaires, surveys and requests for information from research or professional organizations.
14. Perform various other related office duties as assigned by the Administrator for Human Resources.

Terms of Employment

260 work days. Salary and work year established by the Board of Education.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel.

7/2011