



Job Title:	Human Resources Assistant	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Personnel Services	Pay Grade:	Para Pay Grade 5
Dept. /School:	Human Resources/Admin	Date Revised:	09/30/2011

Primary Purpose:

Receives, processes, and maintains files and records for applicants and employees of the district. Monitors access to personnel records and maintains proper security and confidentiality.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding, word processing, and file maintenance skills
Effective communication and interpersonal skills
Ability to use personal computer and software to maintain spreadsheets and databases, and do word processing
Strong organizational skills
Ability to perform basic arithmetic calculations
Answer multi-phones and occasional backup for switchboard operator

Experience:

Two years clerical and file maintenance experience

Major Responsibilities and Duties:

Substitute System Management:

1. Operate the automated substitute system, including data entry and generating reports, including substitute lists, absences reports, and utilization reports.
2. Provide training to all users of substitute system to ensure correct utilization.
3. Maintain daily substitute placement information.

Employment:

4. Assist with substitute and other applications.
5. Assist in scheduling and organizing substitute orientations.
6. Assist with substitute handbooks including performing word processing.
7. Originate paraprofessional, professional and substitute employee personnel folders and all new hire paperwork.

8. Work consistently with Principals, Assistant Principals, substitute coordinators, and other personnel.
9. Other duties as assigned.

Records, Reports and Correspondence:

11. Maintain all physical and computerized personnel files.
12. Maintain data bank information for job fairs.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, printer, copier, fax machine, projector, and phone.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions, prolonged use of computer and phone. Frequent walking, standing, stooping, bending, and reaching. Occasional lifting and moving of moderate to heavy objects.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.