Job Title:	Secretary to Associate Superintendent Human Resource Services	**Wage/Hour Status:**	Non-Exempt
Reports To:	Associate Superintendent of Human Resources	**Pay Grade:**	Paraprofessional Pay Grade 7
Dept. /School:	Human Resources	**Date Revised:**	10/17/2011

Primary Purpose:

Organize and manage the routine work activities of the Human Resource Department office and provide clerical services to the Associate Superintendent and other staff members.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Proficient skills in keyboarding, word processing, and file maintenance
Effective communication and interpersonal skills
Basic math skills
Ability to use personal computer and software to develop spreadsheets and databases and do word processing

Experience:
Three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence:

1. Prepare correspondence, forms, reports, etc., for the Associate Superintendent, School Board and other department staff members as needed, using personal computer and typewriter.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain departmental records as needed.
5. Assist in gathering open records pertaining to employees.

Accounting:

6. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
7. Process purchase orders and payment authorizations.
8. Monitor and process personnel time records including leave requests and reports; compile information and submit to central office.

Other:

9. Answer incoming calls, take reliable messages, and route to appropriate staff.
10. Maintain a schedule of appointments and make travel arrangements for department staff.
11. Receive, sort, and distribute mail and other documents to department staff.
12. Maintain confidentiality of information.
13. Process background checks on campus volunteers.
14. Process paperwork pertaining to tutors and part time employees.
15. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, printer, calculator, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

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.