



**Job Title:** Secretary to Secondary and Elementary Directors of Human Resource Services **Wage/Hour Status:** Non-Exempt

**Reports To:** Secondary and Elementary Directors of Human Resource Services **Pay Grade:** Paraprofessional Pay Grade 5

**Dept. /School:** Administration Building/ Human Resources **Date Revised:** 4/15/19

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**Primary Purpose:**

Organize and manage the routine work activities of the Human Resource Department office and provide clerical services to the directors 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/clerical experience, preferably in a public education environment

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence:**

1. Prepare correspondence, forms, reports, etc., for the Directors and other department staff members using personal computer.
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; including rosters for staffing.
5. Assist federal programs with comparability report.
6. Maintain documentation for mid-year hires.

**Other:**

7. Answer incoming calls, take reliable messages, and route to appropriate staff.
8. Maintain a schedule of appointments and make travel arrangements for department staff, as needed.
9. Maintain job postings.
10. Process new hire, transfer, unit change and exit paperwork.
11. Complete employment verifications and loan forgiveness paperwork, as requested.
12. Maintain confidentiality of information.
13. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, scanner, 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.*