

## Job Description

Job Title: **Human Resources Assistant**  
 Job Family: **Non-Certified**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **December 16, 2007**

Job Code: **1342**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 17**  
 Typical Work Year: **12 months**

**SUMMARY:** Provide customer service and support to Human Resources personnel, employees, applicants and public. Provide support to the HR Department with daily assigned tasks as well as providing clerical support with various projects. Provide back-up support for reception area and other department functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Answer phones, take messages, direct callers, respond to questions and assist applicants on the phone with the online application process through the district website. Greet and assist visitors at the front desk with forms, questions and the online application process and/or direct them to the proper person or department. Verify employment by phone. Perform other duties at the front desk including, but not limited to, mail processing and checking in supplies.	D	50%
2. Perform other job-related duties as assigned including, but not limited to, maintaining all paper forms for recruiting, sub office, processing, etc. Complete various projects as assigned including setting up, inputting data and extracting from Excel, Word and PeopleSoft.	D	20%
3. Run background checks for Classified, Certified and Certified Substitute applicants. Maintain spreadsheet, scan/send reports, check for any "red flags".	D	10%
4. File current and terminated employee paperwork including contracts, evaluations, I-9 documents, etc. Direct activities of substitute if applicable.	D	5%
5. Prepare personalized card for recipient and letter to supervisor for "20 Year Pin".	M	5%
6. Order and restock supplies for office, copier and Xerox. Order forms, envelopes, business cards and other printing jobs, coordinate with Print Shop.	W	5%
7. Make copies and prepare new hire packets for Classified and Certified for the Recruiting area.	M	5%
<b>TOTAL =</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of 1 year of general clerical experience including working with database, word processing and spreadsheet programs.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Basic mathematical skills.
- Personal computer and keyboarding skills.
- Problem solving skills.
- Knowledge of Human Resources policies, procedures and forms.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities and projects.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel and PeopleSoft.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Human Resources Director	3099

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate			X	
Copy		X		
Coordinate		X		
Instruct	X			
Compute			X	
Synthesize		X		
Evaluate	X			
Interpersonal Skills				X
Compile			X	
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	