



JOB DESCRIPTION

Job Title	Human Resources Secretary
Department	Human Resources
Reports To	Human Resources Manager
Classification	Classified
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Human Resources Secretary supports the Human Resources department by providing clerical, receptionist, and technology support as well as providing exceptional customer service to on behalf of the Human Resources department. The Secretary maintains smooth operation of the office, employment candidate communications, background checks, and assists with a variety of events and Human Resources functions.

Essential Job Functions

- Provides clerical and receptionist support for the Human Resources department.
- Assists in the operation and user support of various Human Resources systems.
- Performs data entry and tracking for various Human Resources department initiatives including the District's hiring process, evaluations, extra duty or increment assignments, and the in-service verification process.
- Works with new hires, student teachers, and volunteers to ensure required paperwork is completed and accurately processed.
- Maintains, audits, updates, and performs data entry related to the District's absence management program.
- Coordinates new staff onboarding and communicates appropriately with all involved parties.
- Performs department financial activities, including processing of timecards, budgeting, and departmental monthly financial reports.
- Processes and maintains database for background checks for volunteers, employees, and vendors.
- Creates, communicates, and ensures completion of Human Resources department documents to various key parties.
- Maintains department web page and intranet.
- Organizes and maintains employee files; follows up with employee as necessary.
- Organizes, maintains, and files a variety of Human Resources department documents including reference check forms, interview notes, paper files, and virtual files.
- Performs data entry and completes quarterly Medicaid reporting.

- Orders office supplies, organizes, and makes arrangements for Human Resources meetings and events, travel and department professional development needs.

Ancillary Job Functions

- Provides coverage support to Administration Building Secretary for the Human Resources department.
- Assists with special projects within the Human Resources department.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Additional coursework or advanced training in secretarial skills and/or Microsoft Office Suite.
- Recent successful experience as a secretary or other office professional position.
- Requires successful passing of District secretarial/clerical skills test.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree or post-secondary coursework in clerical/administrative functions.
- Prior experience in Human Resources.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to provide services with a high degree of confidentiality.
- Proficiency in Microsoft Office programs and ability to perform data entry.
- Effective oral and written communication skills.
- Ability to work independently with minimal supervision.
- Ability to interpret and communicate departmental and district policies, rules, and regulations.
- Ability to operate various office machines (computer, telephone, facsimile, copier, ect.).
- Ability to organize and keep accurate records.
- Ability to work and communicate effectively with a wide range of individuals both internally and externally.
- Knowledge of Human Resources principles and practices.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands 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 essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- Frequently required to talk and hear.