

Position Description

TITLE:	Secretary - Human Resources	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Human Resources	GRADE:	13

SUMMARY: Under basic supervision, provides secretarial support to aid in the efficient operation of the Department.

PRIMARY DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Greets visitors, answers phone calls and inquiries, and directs them to the appropriate source.
- Maintains postings, including periodical and web-based advertising, and hiring files.
- Prepares, maintains, and proof reads documents and files as needed. Inputs data. Submits updates for District and department websites.
- Maintains District email accounts and distribution lists.
- Serves as key operator for professional staff absence tracking and substitute teacher system.
- Keeps individual and Department calendars. Makes travel arrangements for District trips and off site conferences and meetings.
- Creates and maintains electronic and manual filing systems.
- Maintains department inventory and supplies.
- Coordinates department and District activities to include meetings, workshops, ceremonies, luncheons and training days.
- Creates and prepares agendas and meeting minutes; makes copies as needed.
- Assists in completion of federal, state and local reports, as required.
- Verifies benefits, invoices and biweekly payroll.
- Processes mail.
- Completes other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or equivalent; **AND** three (3) years of office or clerical experience; **OR** an equivalent combination of education, training, and experience.

Required Knowledge of:

- Standard clerical and office procedures and operations.
- Telephone etiquette and human resources software.
- Practices methods involved in providing quality customer service.
- Employment and employee benefit laws and regulations.
- Principles and procedures of recordkeeping, reporting and retention.
- District, School Board, and Department policies and procedures.

Required Skills in:

- Maintaining filing systems.
- Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.
- Assessing, prioritizing and completing multiple tasks and demands simultaneously.

Physical Demands/Work Environment:

- Work is performed in a standard office environment.

Reclassified 7/9/2019