



Job Description

Title: Human Resources Assistant	FLSA Status: Non-Exempt	Range: 20
Supervisor: Director of Human Resources	Supervises: N/A	Months: 11
Department: Human Resources	Bargaining Unit: Classified	Approved: 12/19/2019

JOB SUMMARY:

Under the direction of the Director of Human Resources, performs highly varied and complex and responsible clerical and records maintenance duties in support of the District personnel function; work independently in utilizing a computerized system to establish and maintain data on employees and substitutes, producing required reports. Recruit, schedule, and process qualified individuals as substitutes and add the required information to the automated substitute data base management system; utilize a computerized system to establish and maintain data on employees and substitutes; process personnel-related records and forms; communicate with employees, substitutes, and others regarding personnel policies procedures, regulations and employment opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform scheduled activities utilizing the computerized substitute management system; producing a daily assignment log of certificated and classified employee substitute assignments; auditing the log for completion of all substitute requests, if any positions remain unfilled by the computer.
- Prepare and maintain employment files for certificated and classified substitutes
- Prepare, process, and record a variety of forms, documents, correspondence, and other information.
- Prepare requisitions and order supplies/materials and prepare work orders for repairs.
- Performs related clerical duties including answering phones, acting as office receptionist, typing, filing, duplicating and answer inquires relating to personnel matters.
- Sort and forward department mail and correspondences.
- Handle all scheduling for the Human Resources Department.
- Provides clerical assistance to the Human Resources Staff.

QUALIFICATIONS:

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. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Knowledge of principles and methods of records management; computer operation; modern office methods, practices and equipment.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge Statement #3

Skills/Ability to:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.

- Ability to establish and maintain effective and cooperative working relationships with others.
- Ability to operate a variety of office machines and perform clerical duties such as typing, filing, and copying; operate a computer to enter, retrieve, and update information; keyboard at a corrected speed of 55 wpm.
- Skill in interpreting, applying and explaining rules, regulations, policies and procedures.
- Ability to establish and maintain effective working relationships with others.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Two (2) years of experience in typing and general clerical work; or a combination of training and experience that could likely provide the desired knowledge and abilities.
- High school diploma or equivalent.
- Valid California driver's license.

Licenses, Certifications and other Requirements:

- Typing certificate (within 1 year) with net corrected speed of 55 wpm.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment.
- Fast-paced work environment with changing priorities.

Physical Demands:

- Dexterity of hands and fingers to operate standard office equipment.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file and retrieve materials.
- Light to moderate stress level.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.