

Job Title: Human Resources Secretary – Level 2
Reports to: Executive Director of Human Resources
Work Schedule: 8.0 hours per day, 260 days per year
Salary: Per Public School Employees negotiated salary schedule – Level 2

Job Summary:

The Human Resources Secretary is responsible for the daily workload and activities of the Human Resources Department; communicating with and providing customer service to staff and applicants to meet district needs; preparing and processing a variety of documents; and inputting of data into computer.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Provide customer service to staff and community including answer telephone, greet and direct visitors, resolve conflict, disseminate information, etc.
- Answer incoming calls, direct callers as appropriate, and take and refer messages
- Explain documents and requirements and answer procedural questions
- Operate a variety of office equipment
- Provide support to job applicants with regards to the district's online application system
- Operate badge computer and provide badges to new and current employees when needed
- Coordinate and schedule applicant interviews providing documentation required for the interview process
- Maintain job posting files
- Fingerprint new employees and monitor WSP and FBI clearances
- Create and maintain certificated and classified personnel files
- Maintain personnel file retention system
- Provide support to Human Resources staff
- Perform data entry and uploads to maintain certificated staff degrees, credits, and clock hours for salary placement purposes
- Create, maintain, and preserve a variety of files (computer and hard copy including confidential files) to ensure accurate, up-to-date information is available
- Prepare and process various district documents to meet district, state and/or federal regulations
- Perform data entry, word processing, spreadsheet, and database functions as needed
- Generate and edit reports and other required information
- Coordinate with staff to ensure district needs are met
- Sort and distribute mail (internal and external)
- Attend meetings and trainings as required
- Order supplies, materials, and repairs as necessary
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Knowledge of proper English grammar, spelling, and usage in both oral and written communication
- Knowledge of effective office operations and procedures, and alpha-numeric filing systems, district account codes, policies, and procedures, and state and federal policies and procedures
- Knowledge of basic accounting principles and budget, financial, and statistical record keeping
- Working knowledge of district-adopted software including Microsoft Office, WESPac, Substitute Online, TeacherMatch, Gmail, Google Drive, and Google Docs
- Ability to operate a variety of office machines including telephone, copier, 10-key calculator by touch, dictation machine, PC computer, etc.
- Ability to read and interpret specific rules and laws and apply them with good judgment in a variety of procedural situations
- Ability to handle confidential matters and information in a professional manner

- Ability to work in an atmosphere where interruptions occur frequently and priorities are often modified using a high degree of flexibility
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks
- Ability to communicate effectively with staff and the public
- Ability to organize, set priorities, meet deadlines, attention to detail, and follow-through on a variety of assigned tasks
- Ability to understand and complete oral and written instructions
- Ability to compose, edit, and format documents using different software programs
- Ability and willingness to upgrade skills to maintain the highest level of efficiency and high quality work
- Ability to type/keyboard accurately at a minimum of 45 words per minute
- Ability to lift objects weighing up to 40 pounds

Minimum Qualifications:

- Previous secretarial experience in K-12 school setting preferred
- High School diploma or equivalent (documentation required at time of application)
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. This is an office job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

The Human Resources Secretary shall be evaluated periodically by the Executive Director of Human Resources pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the performance of the above essential job functions.

Classification History:

- Job description developed May 2005.
- Job description revised November 2006.
- Job description revised January 2008.
- Job description revised December 2012.
- Job description revised May 2015.
- Job description revised December 2015.
- Job description revised November 2016.