

MARSHALL PUBLIC SCHOOLS
Central Office Human Resources Secretary Job Opportunity
September 16, 2021

Marshall Public Schools is seeking a skilled professional to fill the position of Human Resources Secretary. The successful candidate will have an enthusiastic and positive attitude, exhibit high standards for performance and results, value teamwork, and be committed to both Marshall Public Schools and the City of Marshall.

TERMS OF EMPLOYMENT:

Salary is within a range of \$13.37 - \$14.64 an hour, depending on experience and education/training. Insurance and retirement paid by district. This is a 12-month position.

DEADLINE FOR APPLICATION: Open until filled.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees the hiring/onboarding process
 - All necessary paperwork for insurance, etc.
 - Entering information in human resources system
 - Report to the Department of Social Services
- Helps to ensure employee enrollment of medical, dental, and vision insurance
- Oversees all aspects of Workers' Compensation and Unemployment insurance
- Enters data and confirm employments in E-verify
- Assists with designated payroll duties
- Keeps track of donations and sends thank you notes and/or tax credit forms
- Assists with various Central Office activities
- Helps to maintain employee data base for the Affordable Care Act
- Other duties as assigned

TO APPLY: Application materials may be mailed to Dr. Carol Maher, Marshall Public Schools 860 W. Vest, Marshall, MO 65340 or e-mailed to lperkins@marshallowls.com.