

LEMOORE UNION SCHOOL DISTRICT
Human Resources Division

ADMINISTRATIVE ASSISTANT - HUMAN RESOURCES
Job Description

JOB SUMMARY:

As assigned, to perform all clerical work requested of the Superintendent, Assistant Superintendent and/or Director of Business Services

REQUIRED QUALIFICATIONS:

Ability to:

- Possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others, ability to work flexible hours;
- Represent and support the district in conversation with the public;
- Understand and carry out complex oral and written directions;
- Operate a variety of office machines and equipment;
- Effectively prioritize workload and produce precise work in a limited amount of time with limited supervision;
- Establish and maintain effective and cooperative relationships with those contacted in the course of work;
- Type at a net corrected speed of 50 wpm.

Knowledge of:

- General clerical office methods and procedures;
- Personnel practices including vacancy posting processes, employee record keeping, and credentialing policies;
- Certificated and classified contract agreements;
- Board policy and procedures pertinent to human resources activities;
- Computer skills, including word processing, spreadsheet, database, and graphics software;
- Proper grammar usage including spelling, punctuation, etc. of the English language.

Education:

- High school diploma or equivalent.

Experience:

- Three years of general clerical/record keeping;
- Experience with school district personnel practices desirable.

ESSENTIAL FUNCTIONS:

- Handles all clerical projects/work as assigned including, but not limited to the following: typing letters, collective bargaining agreements, contracts, bids & reports; mailings; filing; and consistently routing information to the various school sites;
- Answers telephone and either assists caller with appropriate information or directs caller to appropriate source;
- Uses a high degree of confidentiality in that work which is of a sensitive nature;
- Maintains special confidential correspondence and administrative files;
- Maintain District's employee absence tracking system;
- Advertises in newspaper and posts job vacancies in the district;
- Maintains all personnel files for certificated and classified employees working closely with

the county office in keeping credentials in compliance;

- Process all new hires which includes all necessary paperwork;
- Act as District contact for Department of Justice clearances;
- Handles necessary employment processes and documents including, but not limited to, pre-employment background practices, benefit enrollment, and mandated employee notices;
- Assists with arrangements for meetings;
- Acts as recording secretary for special meetings;
- Tracks teacher credentials and coordinates with the teachers for the renewal process;
- Operates various office machinery, including computers, adding machines, fax machine, telephone system, and copy machine;
- Routinely assists others when needed in areas including proof-reading, composing letters, computer business, etc.
- Attend State and County meetings as District's Human Resources representative;
- Performs other related duties as assigned.

WORKING CONDITIONS:

Environment:

- Office environment; subject to constant interruptions.

Physical Abilities:

- Seeing to inspect financial or statistical records;
- Dexterity of hands and fingers to operate a computer and office equipment;
- Sitting or standing for extended periods of time, kneeling and bending, pushing and pulling, reaching to retrieve and maintain files;
- Hearing and speaking to exchange information in person and on the telephone.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Employment: 12 month employee
Confidential Employment Status

Approved: May 11, 2004