

Job Title: Human Resources Administrative Assistant
Reports to: Assistant Director of Human Resources
Work Schedule: 8.0 hours per day, 260 days per year
Salary: Salary Schedule #06 – D – Non-Represented 7

Job Summary:

The Human Resources Administrative Assistant will support the Assistant Director of Human Resources by providing secretarial and administrative support services and coordinating the day-to-day activities of the department to ensure that positive public relations are maintained.

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:

- Coordinate the day-to-day operations and activities of the Human Resources Department to ensure that parents, staff, and the public are greeted and assisted in a positive and efficient manner
- Answer a wide variety of telephone and in-person inquiries; provide information; and screen and direct calls and inquiries as appropriate on various district policies and procedures, events and schedules, and trouble shoot potential problems
- Compose and prepare correspondence for Executive Director
- Coordinate certificated staff evaluation database
- Coordinate department budget, monitor accounts, track expenditures, and prepare reports as needed
- Coordinate budget and track prior approvals for certificated staff professional leave
- Prepare and process department requisitions, purchase orders, and prior approvals for travel
- Prepare agenda for and take minutes of various district and departmental meetings
- Maintain calendar for Executive Director
- Maintain the highest level of confidentiality on personnel and departmental issues
- Create and maintain 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 including correspondence, memos, budgets, reports, etc. to provide information to district and community
- Prepare and process various district documents to meet district, state, and/or federal regulations
- Identify account coding and distribution by school
- Input various data into computer systems to meet district, state, and federal regulations
- Generate reports and other required information
- Attend and/or schedule meetings and training as required
- Order and maintain department supplies
- 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
- Knowledge of business math
- Knowledge of effective office operations and procedures
- Knowledge of alpha-numeric filing systems
- Knowledge of Human Resources procedures and terminology
- Demonstrated knowledge in the usage of word processing, spreadsheet, and database tracking and production tools
- Ability to communicate orally and in writing effectively
- Ability to adapt to changing priorities and frequent interruptions
- Ability to keep accurate records and perform detailed work in the preparation, computation, and analysis of data
- Ability to establish and maintain effective working relationships with students, parents, staff and the public

- Ability to work independently and prioritize assignments while meeting multiple deadlines
- Ability to maintain strict confidentiality
- Ability to provide effective customer service
- Ability to discern appropriate responses and alternatives while applying good judgment
- Ability to compose and format correspondence and reports
- Ability to take, transcribe, edit, and finalize minutes of meetings
- Ability to read and write proficiently and perform accurate arithmetic calculations
- Ability to defuse difficult situations
- Ability to operate a variety of office equipment and machines
- Ability to read and explain rules, regulations, and procedures
- Ability to operate a PC computer and working knowledge of district-adopted software including Microsoft Office Suite; Google Docs, Forms, Mail & Spreadsheets; ShoreTel; WESPac HR; Substitute Online; Thrillshare; and various online software as required
- Ability to problem-solve effectively
- Ability to provide excellent writing skills
- Ability to lift objects weighing up to 40 pounds

Minimum Qualifications:

- Bachelors degree preferred
- Associates degree or Business-Technical school degree in related field preferred
- Previous secretarial or clerical experience in K-12 educational system preferred
- Valid Washington State driver's license or evidence of mobility
- High School diploma or equivalent
- 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 training within thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Work is typically performed in an office environment. Experiences constant interruptions, required to deal with distraught or angry parents, students and employees, perform detailed work in reference to preparation, computation of data and analyzing information both verbally and in written form, high level of proficiency in reading, writing and mathematics. Involves precise control of fingers and hand movements; visual and mental concentration; crouching, crawling, bending, or kneeling; lifting and moving objects weighing up to 40 pounds.

Evaluation:

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

Classification History:

- Job description developed April 2006.
- Job description revised June 2009.
- Job description revised December 2012.
- Job description revised November 2017.
- Job description revised June 2018.