

MODESTO CITY SCHOOLS

JOB DESCRIPTION

HUMAN RESOURCES ASSISTANT

DEFINITION:

Under the direction of the Deputy Superintendent, Chief Human Resources Official, perform a variety of clerical and technical skills in support of the Human Resources department; fingerprint prospective District employees; provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; prepare, maintain and process related forms, applications and records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of general technical and clerical Human Resources tasks and duties involving the documenting and preparing of clearance forms for employee personnel files; conduct general clerical duties including typing, filing, duplicating, collecting and distributing materials; process a variety of employment forms and applications.
- Fingerprint prospective District employees; ensure fingerprinting information and documentation is transmitted to Department of Justice and FBI for processing; operate fingerprint equipment and scanners; record employee clearance forms; monitor and maintain fingerprint spreadsheets; update employee files with fingerprint documents.
- Transmit clearance documentation and information to appropriate Human Resources personnel; communicate and monitor delays and other issues.
- Input a variety of personnel data into an assigned computer system; scan fingerprinting, TB, credentials, transcripts, I-9 documents and other employment related documents into employee files; maintain a variety of automated records and files; generate computerized lists and reports; maintain a variety of personnel records related to employee information and assigned activities; establish and maintain filing systems; prepare routine reports.
- Arrange for employee fingerprint and picture appointments; photograph and create employee badges for employees; participate in the screening and processing of new personnel according to established procedures; verify employment histories; arrange and follow up on drug tests and background checks as required; forward new employee information to appropriate departments.
- Administer and score Human Resources tests for prospective employees; notify employees of test results.
- Provide information and assistance to personnel, job applicants and the general public regarding assigned personnel functions; respond to inquiries and provide information concerning related position vacancies, standards, requirements, policies and procedures; process requests for verifications of employment from outside agencies.
- Serve as receptionist and answer telephones as assigned; take and relay messages as appropriate; direct calls to appropriate personnel; greet, assist and direct visitors; arrange schedules, appointments and conferences as directed.
- Type letters, forms, memoranda, bulletins or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments; process various documents and other personnel functions as required.
- Operate a variety of standard office equipment including a computer and assigned software.
- Communicate with personnel, outside agencies, County Office of Education, and the public to exchange information and resolve issues or concerns.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year clerical, accounting, bookkeeping, or secretarial experience performing routine work tasks.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 40 words per minute.

DESIRABLE QUALIFICATIONS:

- One year accounting, bookkeeping, clerical, secretarial experience performing basic work tasks

Knowledge of:

- General personnel office functions, practices and procedures.
- Basic operations, policies and objectives relating to human resources activities.
- Modern office practices, procedures and equipment.
- Principles and practices of data processing.
- Telephone techniques and etiquette.
- Record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a variety of standard office equipment including a computer and assigned software.

Ability to:

- Perform tasks related to fingerprinting and documenting clearance records for District employees.
- Perform a variety of general clerical and technical duties in support of the Human Resources department.
- Provide information and assistance to employees, job applicants and the general public.
- Answer telephones and greet visitors courteously.
- Prepare and maintain personnel records and files.
- Learn policies and objectives of assigned programs and activities.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Screen and process employment applications and other personnel-related documents.
- Type and input data at an acceptable rate of speed.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.

- Hearing and speaking to exchange information in person or on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.

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.

Unit Approved: 11/13/06

Board Approved: 11/27/06

FLSA Status: Non Exempt

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