

POSITION: Human Resources Assistant

Purpose

The job of Human Resources Assistant is done for the purpose/s of greeting and directing visitors, responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; and, when time permits, providing general clerical support.

This job reports to the Assigned Administrator/Supervisor.

Essential Functions

- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists with planning and coordination of department and organizational events (e.g. Classified Employee and Educator Appreciation, Annual Employee Recognition, paraprofessional testing scheduling and proctoring, etc.) for the purpose of completing activities and/or delivering services in a timely and efficient manner.
- Distributes electronic forms, mail and various items within the site (e.g. special delivery and overnight mail/packages, messages, application packets, etc.) for the purpose of ensuring receipt to addressee.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries, and/or directing individuals to appropriate location in accordance with established building security procedures.
- Initiates intruder alert alarm system and calls 9-1-1 for the purpose of alerting an emergency situation.
- Maintains reception/website materials (e.g. job applications, newsletters, event calendars, SCOE phone/contact information, up-to-date contact information on website and hardcopy for Shasta County Public Schools, etc.) for the purpose of providing resource information to visitors.
- Maintains building information (e.g. use schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information.
- Monitors inventory levels and orders office supplies for the HR department for the purpose of making sure supplies are adequate, have been received and correct invoicing is provided to the Business Services.
- Performs general clerical and basic accounting functions (e.g. scheduling, copying, faxing, data entry, filing, posting daily meeting room schedules, prepare invoices and purchase orders, etc.) for the purpose of supporting office operations.
- Prepares letters, certificates and documents (e.g. Recognition, sick leave incentives, payroll, etc.) for the purpose of ensuring accurate information is provided.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications; adhering to safety practices and procedures; and customer service.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; office application software; office equipment and technology; and school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing priorities; working with frequent interruptions; communicating with diverse groups; and displaying tact and courtesy; accuracy and attention to detail; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical and administrative support work experience.

The stated education and experience requirements are the preferred minimum qualifications for this job. However, relevant experience to substitute for the education requirement and relevant education, certificates and/or licenses to substitute for the experience requirement may be allowed.

Required Testing

Performance Testing

Certificates

Continuing Educ./Training

Clearances

Department of Justice & FBI LiveScan
Clearance

Pre-Placement Health Assessment

Tuberculosis Risk Assessment Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

19