

JOB DESCRIPTION

Cumberland County School District

Executive Administrative Assistant for Human Resources and Administrative Services

Purpose Statement

The job of Human Resources Secretary was established for the purpose/s of providing support to the delivery of human resource services with specific responsibility for supporting department staff; providing information to applicants and employees; maintaining clerical and financial records; and completing assigned projects and tasks.

This job reports to Human Resources Director

Essential Functions

- Advises of pre-employment proficiency tests for the purpose of ensuring eligibility for employment.
- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists with employment process (e.g. callbacks, entering information into computer, maintaining current applications, assisting with applicant searches, notification, new teacher orientation/induction, career fairs, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Administers new employee orientation (e.g. introducing personnel, payroll, and benefit policies, assisting with enrollment forms, etc.) for the purposes of ensuring employees are knowledgeable of current practices and administrative processes.
- Agency Benefits Coordinator for health and dental insurance.
- Attends meetings, workshops and seminars for the purpose of gathering information required to perform functions.
- Compiles data from a variety of sources (e.g. applicants, employees, outside agencies, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Conducts exit interviews and enters data in computer for the purpose of documenting and/or providing reliable information for the quarterly and end of year compilations of responses.
- Greets individuals entering the office (e.g. visitors, staff, parents, applicants, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location.
- Maintains a variety of employment files and records, (e.g. applicants, test scores, fingerprinting tracking records, highly qualified, job descriptions, etc.) for the purpose of compiling pertinent employee information, ensuring accuracy of employee's records, maintaining eligibility for position and complying with mandated requirements.
- Maintains an inventory of items (e.g. handbooks, applications, personnel forms, etc.) for the purpose of documenting and/or providing reliable information.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, filing, collating, data entry, calculating, verifying, etc.) for the purpose of supporting department staff.
- Prepares a variety of reports and related documents (e.g. classified and certificated reports, attendance, accumulated leave days, recruitment packages, etc.) for the purpose of providing documentation and information.
- Process and track short term/long term leave including FMLA.
- Processes documents and materials (e.g. applications, TCRS retirement paperwork as needed, fingerprinting, employment verification, etc.) for the purpose of developing and disseminating information for appropriate parties.

- Receives items within the office (e.g. mail, messages, application packets, packages, supplies, etc.) for the purpose of ensuring receipt and delivery to addressee.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information and/or providing direction.
- Supports assigned administrative and office personnel for the purpose of providing assistance with their functions.

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 multiple 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; planning and managing projects; operating standard office equipment; and utilizing pertinent software applications.

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: standard office software; office methods and procedures; business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select 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; establishing and maintaining effective working relationships; working with detailed information; adapting to changing priorities; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact 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; This job is performed in a generally clean and healthy environment

Experience Job related experience is required

Education High School diploma or equivalent

Equivalency None Specified

Requirement
This is a non-certified position.

Certificates & Licenses
Non Specified

Continuing Educ./Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non-Exempt

Approval Date

Salary Grade

