

**ALISAL UNION SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT II/HUMAN RESOURCES

PRIMARY FUNCTION: Under general supervision, to serve as confidential secretary and assistant to the Director of Human Resources, performing a variety of clerical and Human Resources Office duties and to do related work as required. Will also serve as credentials analyst for Human Resources.

DIRECTLY RESPONSIBLE TO: Director of Human Resources

MAJOR DUTIES AND RESPONSIBILITIES:

Provide administrative and secretarial services to the Director of Human Resources.

Serve as the credentials analyst and support for the Coordinator of Human Resources.

Update certificated personnel's credentials; communicate with teachers regarding status.

Type letters, reports, forms, policies, confidential information relating to grievances and collective bargaining and any other materials as required from rough draft, marginal notes, verbal instruction or dictation.

Manage and maintain data base system for certificated employees; maintain certificated employment application files. Review employment applications for completeness.

Schedule applicants and prepare materials for all phases of the interview process; work in conjunction with the Coordinator of Human Resources on certificated applicant tracking.

Process all new certificated employees and ensure appropriateness of transcripts, credentials, permits, fingerprinting, and TB testing.

Make arrangements for the recruitment of certificated personnel.

Search for appropriate Education Code sections as needed.

Prepare and request duplication of all forms for the Human Resources Division.

Record and maintain statistics, including Affirmative Action data.

Assist in the preparation of all employee contracts.

Assist in the preparation of Board agenda items.

Prepare the employee directory.

Assist in preparation of the CBEDS report.

Disseminate appropriate information and assist public agencies, district employees and applicants in person or by telephone on a wide variety of personnel matters, such as salaries, records, verification of employment, district personnel policies and vacancies.

Make necessary arrangements for meetings, seminars, conferences, workshops, etc., conducted by or attended by the Director of Human Resources and the Coordinator of Human Resources.

MAJOR DUTIES AND RESPONSIBILITIES: (continued)

Handle office communication systems including telephone, intercom, e-mail, fax modems and a variety of technology based communication tools.

Operate a variety of office equipment including word processors, calculators and copy machines.

Assist with Summer School staffing.

Monitor 30-day emergency credential permits.

MINIMUM QUALIFICATIONS:

Type at a speed of 65 words per minute.

Take dictation at a speed of 80 words per minute and transcribe.

Knowledge of office methods and practices, including filing systems, receptionist and telephone techniques, letter and report writing.

Indept understanding of university/college transcript interpretation.

Knowledge of correct English usage, spelling, grammar and punctuation.

Knowledge of data bases and graphics applications.

Ability to perform responsible clerical work with speed and accuracy.

Ability to understand and carry out oral and written directions.

Ability to deal effectively with a wide variety of personalities requiring diplomacy and poise.

Three years of increasingly responsible administrative assistant experience

PHYSICAL EFFORT/WORK ENVIRONMENT:

Physical strength to perform the tasks that may be required of the Administrative Assistant II/Human Resources. These physical requirements include:

1. Some periodic handling of light or medium weight parcels, supplies and equipment up to 20 lbs.
2. Employee may need to bend, squat, lift, push, pull, twist, and turn.
3. Employee must be able to see for the purposes of reading computer screens, manuals, labels and other printed matter.
4. Stand or sit for long period of time or work in confined spaces.
5. Indoor work environment with exposure to wide ranges of temperatures.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS CONFIDENTIAL.
The work year for this position is 260 days.

Adopted: 10/12/82

Revised: 9/12/89;10/4/95; 3/15/00; 6/26/02