

SPEED JOB DESCRIPTION

Title of Position

Human Resources Secretary

Supervisor

Director of Human Resources

Position Guide

Clerical

Salary Range

Qualifications

- High School Diploma, course work in secretarial areas at high school level, or post-secondary training at junior college, college or business school.
- Three years secretarial experience, preferably in a public education environment
- Demonstrates proficient skills in use of computer and computer application including Word, Excel and Power Point.
- Demonstrated ability to research and analyze various different types of data information.
- Possesses organizational skills and can independently perform detailed tasks with accuracy.
- Demonstrates high level of confidentiality.

Essential Duties

To assure smooth and efficient operations of the Human Resources department. Ability to handle secretarial work of some complexity and variety in an independent and responsible professional manner. Ability to work accurately and efficiently with attention to detail while following established procedures.

1. Prepare correspondence, forms, manuals, schedules, and reports for the Director of Human Resources.
2. Coordinate college recruitment and job/career fair efforts.
3. Manage the pre-employment process including scheduling, interview and collection of new hire paperwork.
4. Responsible for online application process, including verifying completeness of files, sending acknowledgement cards, and notifying those not selected for employment.
5. Maintain personnel files/records.
6. Participation in new hire orientation program.
7. Adding and updating employees in training databases.
8. Notifying administrators of employees status in mandatory trainings.
9. Coordinates the renewal of certified and classified staff certificates.
10. Maintains and completes paperwork for unemployment claims against the district.
11. Prepares documents for unemployment hearings.
12. Process invoices and purchase requisitions.
13. Enter new substitutes into iVision and AESOP.
14. Order office supplies.
15. Set up appointments for Director of Human Resources.
16. Coordinate substitute training.
17. Process timesheets for contract employees.
18. Secure substitutes through recruiting process.
19. File paperwork in personnel files.
20. Assist with the purging of inactive HR records.
21. Respond to administrator/management and staff request and facilitate clear and timely communications.
22. Other duties as assigned by supervisor.

Skills/Competencies

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

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. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 242 Days

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date