

## **Aledo ISD Job Description**

### **Central Office**

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## **Human Resources Specialist**

Rev. 7/12/2016

**Reports to:** Director of Human Resources

**Primary Purpose:**

Ensure district compliance with state and federal regulations, maintains efficient operation of the HR Department offices, and provides clerical services to the Director of HR. Organizes and manages the routine work activities of the department including processing and maintaining applicant and employee files while maintaining proper security and confidentiality. Communicate frequently with applicants, employees, administrators, and outside agencies.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient skills in keyboarding, word processing, and file maintenance

Excellent organization, communication and interpersonal skills

Ability to perform basic math calculations

Computer skills including use of spreadsheets, data bases and word processing

**Experience:**

Three years secretarial experience, preferably in a public education environment

**Major Responsibilities and Duties:**

**Certification, Highly Qualified Status and Licensing**

1. Audit and maintain certification and licensing information of auxiliary employees.
2. Process auxiliary applicants.
3. Assist department heads in assignment of auxiliary staff.
4. Compile information and prepare reports as needed.

**Records, Reports, and Correspondence**

5. Prepare recruitment, new-hire packets.
6. Input and maintain personnel information in employee databases and digital uploads of all staff.
7. Prepare, record, and distribute correspondence, forms, and reasonable assurance letters using personal computer.
8. Process and receive criminal history record information and schedule fingerprinting as needed.
9. Maintain all staff fingerprinting subscriptions including deleting subscriptions as employees resign.

**File Management**

10. Maintain physical and computerized department files for all employees.
11. Compile, maintain, file and secure all physical and electronic reports, records, and other required documents.
12. Process requests for official district records, including retrieving documents, copying, and mailing records.
13. Respond to request for verification of employment.
14. Prepare and maintain employee service records.
15. Manage the records storage and destruction process for the HR records following established records retention schedule and requirements of the Texas State Library and Archives Commission.
16. Purge inactive HR records annually.
17. Work cooperatively with payroll department to process and coordinate non-disability/non-worker's compensation employee leaves and absences.

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### Substitutes

18. Maintain data entry of active and inactive substitute list.

### Other

- 19. Maintain a schedule of appointments.
- 20. Greet visitors and assist employees and applicants with completing applications and required paperwork.
- 21. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
- 22. Review and distribute mail.
- 23. Maintain confidentiality of information.

### Supervisory Responsibilities:

None.

### Equipment Used:

Personal computer, printer, telephone, copier, fax machine, shredder and calculator.

### Working Conditions:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature

Date

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Supervisor Signature

Date