

## Job Description

Position Title:	Human Resources Assistant
Department:	Human Resources
Reports To:	Human Resources Manager
Compensation:	Salary Grade 2C
Calendar:	260 Days
Category:	Standard Hourly

### SUMMARY

The Human Resources Assistant provides clerical and administrative support to the HR department. This entry-level role focuses on maintaining accurate employee records, assisting with onboarding, supporting recruitment and substitute processes, and completing data entry tasks that help ensure smooth district operations. The position offers opportunities to learn and grow within the HR field.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties must be performed on site. Other duties or tasks may be assigned*

- Report to work as scheduled on a regular and reliable basis.
- Maintain accurate and confidential employee personnel files.
- Assist with data entry and updates in HR systems, including employee information changes.
- Respond to routine requests for information and direct inquiries to appropriate HR staff.
- Prepare and distribute onboarding and orientation materials; assist with scheduling sessions.
- Collect and verify new hire paperwork (e.g., I-9 forms, background check documentation, benefits enrollment, direct deposit).
- Provide support for substitute/absence management, including assisting building staff with questions and processing assignments as needed.
- Prepare employee ID badges and assist with district equipment paperwork.
- Support HR staff with payroll and benefits documentation processing.
- Assist with posting job openings and processing applicant materials in the applicant tracking system.
- Provide applicants with general information about the hiring process; forward materials to hiring managers as directed.
- Assist with monitoring completion of mandatory training modules and support reminder communications.
- Scan and archive terminated employee files and records.
- Assist with invoice processing, office supply orders, and purchase card/badge requests.
- Draft routine HR correspondence such as employment verifications, welcome packets, and reminders.
- Help prepare and update HR forms and resources on the district HR webpage.
- Provide general clerical support including filing, scanning, copying, and scheduling meetings.
- Support HR staff in maintaining confidentiality and following district data integrity policies.

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### QUALIFICATION REQUIREMENTS:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE:

- Required: High School diploma or GED
- Preferred: Associate's degree in business, HR, or related field.
- Preferred: 1–2 years of clerical, office, or customer service experience.

**SUPERVISORY RESPONSIBILITIES:**

None.

**OTHER SKILLS and ABILITIES:**

Familiarity with Frontline systems (preferred) or other electronic absence, substitute tracking, or HRIS software. Experience using standard office equipment such as phone, fax, copier, scanner, and personal computer. Strong interpersonal skills for working effectively with both professional and non-professional staff. Excellent organizational skills and ability to prioritize multiple tasks. Ability to perform duties with minimal supervision while maintaining confidentiality and handling sensitive information. Strong attention to detail with accurate spelling, grammar, and written communication. Ability to perform duties with awareness of district requirements and Board of Education policies.

**PHYSICAL DEMANDS:**

The physical demands and work environment 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 frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak. Employee is required to perform extensive work at a computer display terminal. The employee may occasionally lift and/or move 25 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 usually works inside an office building. The employee may occasionally be required to travel from one building to another for meetings. The noise level in this environment is usually low to moderate but may be loud at times when loading and unloading materials or when office equipment is running. The employee may be required to travel from building to building in varying weather conditions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.