

POSITION DESCRIPTION

Position Title: **Human Resources Administrative Assistant**
Assignment: Pre-Employment
Department: Human Resources
Labor Relationship: ESPA
Date Originated: 09/1997
Date Revised: 08/2003; 07/2009; 12/2009; 10/2012; 05/2014;
01/2017; 01/2020; 12/2021; 06/2022; 08/2022
Date Removed:
Reports To: Assistant Director of Human Resources

Position Definition: The **Human Resources Administrative Assistant (Pre-Employment)** shall have the primary responsibility of creating and maintaining pre-employment files and facilitating the recruitment, application, interview and selection process.

Relationship: The **Human Resources Administrative Assistant (Pre-Employment)** shall be directly responsible to the Assistant Director of Human Resources and shall report on all matters concerning the assigned functions and other organizational business.

Qualifications:*Education/Experience:*

- ☒ High school diploma or GED, required.
- ☒ One (1) year's experience as an Administrative Assistant, pre-employment/recruitment experience, preferred.

Skills/Knowledge:

- ☒ Demonstrates advanced computer skills, including a thorough knowledge of Windows and the Microsoft Office Suite and proficient use of departmental computer software.
- ☒ Demonstrates the ability to work in a team environment.
- ☒ Demonstrates secretarial skills to effectively use office equipment, including, but not limited to, phone system, fax machine, copier, scanner, computer and calculator.
- ☒ Demonstrates the ability to maintain complete confidentiality.
- ☒ Demonstrates excellent interpersonal skills, including patience, understanding and congeniality.
- ☒ Demonstrates excellent oral and written communication skills.
- ☒ Demonstrates the ability to organize, plan and manage job responsibilities in order to complete assignments with minimal supervision.
- ☒ Demonstrates the ability to complete tasks with attention to detail and accuracy.
- ☒ Attends work regularly during assigned work hours subject to lawful leave rights and responsibilities.
- ☒ Possesses proficient data collection and data entry skills.
- ☒ Demonstrates the skills to provide the highest level of customer service, with patience and knowledge of the department's services.

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Physical:

- ☒ Ability to stand, bend, stoop, sit, lift, reach, communicate (vision, hearing and speech) and carry or convey sufficient weight to safely and effectively carry out functions, duties and responsibilities.
- ☒ Ability to independently ambulate in and around work areas.
- ☒ Ability to travel to and from assigned work locations without employer support.
- ☒ Ability to sit for long periods of time (3 hours).
- ☒ Ability to exhibit appropriate manual dexterity to effectively carry out functions, duties and responsibilities.

Authority: The **Human Resources Administrative Assistant (Pre-Employment)** will have the authority to perform all functions listed below in accordance with established policies and procedures.

Functions/Duties/Responsibilities: To perform this job successfully, an individual must be able to perform each essential function/duty/responsibility at acceptable standards. In accordance with both state and/or federal law, reasonable accommodations will be considered upon employee request.

Essential:

- ☒ Provides secretarial services to the Human Resources Department, including, but not limited to, word processing, data entry, data tracking, document development, copying, scanning, report creation, document mailing and filing.
- ☒ Processes all external and internal applications and selection documents in accordance with departmental procedure.
- ☒ Accurately maintains applicant database in accordance with departmental procedure.
- ☒ Facilitates applicant communication and contact via the applicant database.
- ☒ Serves as a resource for interview leader or designee for questions regarding applicants, paperwork or any aspect of the selection process.
- ☒ Communicates in an effective, professional and timely manner with applicants, including, but not limited to, questions regarding positions, completion of packet/document and the status of documents/packets.
- ☒ Utilizes the Vacancy database for a reference and a recruitment tool.
- ☒ Works collaboratively with Human Resources Specialist to process all emergency permits required for new hires.
- ☒ Ensures proper documents are completed for Board approval of applicants.
- ☒ Prepares packets and assists the Human Resources Specialist with job fairs.
- ☒ Maintains applicant file in accordance with department procedures.
- ☒ Ability to learn, apply and follow CLIU #21 and Human Resources Department procedures, policies and protocols efficiently and accurately.
- ☒ Maintains accurate written processes of tasks and responsibilities.
- ☒ Satisfactorily performs/carries out all functions/responsibilities/tasks as assigned by Human Resources Administrator or by Human Resources guidelines and/or procedures.
- ☒ Provides secretarial support in the coordination of the Guest Teacher Program in accordance with departmental protocols.

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- ☑ Cooperates and teams with other members of Human Resources Department to offer quality services.

Essential, continued:

- ☑ Cooperates and teams with other CLIU #21 departments to maintain efficient electronic Human Resources records.
- ☑ Answers phones in Human Resources Office.
- ☑ Processes Human Resources mail.
- ☑ Conducts reference checks for Instructional Assistants and Substitutes.
- ☑ Maintains physical and electronic filing systems in accordance with departmental protocols.

Secondary:

- ☑ Advertises employment opportunities.
- ☑ Coordinates and tracks Act 168 Forms.
- ☑ Posts employment opportunities.
- ☑ Processes all final paperwork for candidates.
- ☑ Sends out rejection letters to applicants.
- ☑ Maintains pre-employment physicals and drug/alcohol results, if applicable.
- ☑ Fingerprints employees, as assigned.
- ☑ This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform other duties as assigned.