

POSITION DESCRIPTION

Position Title: **Human Resources Administrative Assistant**
Assignment: Board/Database/Records
Department: Human Resources
Labor Relationship: ESPA
Date Originated: 04/2001
Date Revised: 09/2003; 10/2004; 03/2005; 12/2009; 05/2014;
01/2017; 12/2021; 02/2022; 06/2022; 08/2022
Date Removed:
Reports To: Assistant Director of Human Resources

Position Definition: The **Human Resources Administrative Assistant (Board/Database/Records)** will provide secretarial services to the Human Resources Department, working primarily with the Human Resources Database, and Board Documents.

Relationship: The **Human Resources Administrative Assistant (Board/Database/Records)** shall be directly responsible to the Assistant Director of Human Resources and shall provide secretarial services to the Human Resources Department.

Qualifications:

Education/Experience:

- ☒ High school diploma or GED, required.
- ☒ Minimum one (1) year of secretarial experience, preferred.
- ☒ Two to three (2-3) years' database integrity, including data collection, entry, and report generation experience, required.

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.

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Skills/Knowledge, continued:

- ☒ 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.

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**

(Board/Database/Records) 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.
- ☒ Develops and maintains the Human Resources Database in accordance with departmental protocols.
- ☒ Responsible for collection, accuracy, and entry of the information for the Personnel section of the Board Agenda/Addendum monthly in accordance with departmental protocols.
- ☒ Prepares and mails Board letters and contracts monthly in accordance with departmental protocols.
- ☒ Transfers current Board Agenda to searchable file.
- ☒ Responsible for the accuracy and integrity of the Human Resources Database, including updating and maintaining confidential information in regard to employment.
- ☒ Conducts monthly quality checks of HRIS Database, following the monthly Board meeting, using the report feature.
- ☒ Responsible for the creation and running of employee reports, as requested by administration.
- ☒ Creates personnel folders after the monthly Board meeting, in accordance with departmental protocols.
- ☒ Maintains organized personnel folder system, in accordance with departmental protocols.

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Essential, continued:

- ☑ Creates and distributes reports from Human Resources Database on a monthly basis, including, but not limited to, seniority reports, supervisor reports, ESPA, CLEA, etc.
- ☑ Completes all annual functions regarding the work calendar maintenance in accordance with departmental protocols.
- ☑ Updates the work calendar database following fiscal rollover in a timely manner to ensure contractual days are accurate.
- ☑ Ensures work calendars are current throughout the fiscal year by utilizing quality checks and employee/supervisor reminders.
- ☑ Completes employment verifications in accordance with department protocols.
- ☑ Responsible for record retention of terminated employee files to include preparation for scanning.
- ☑ Maintains accurate written processes of tasks and responsibilities.
- ☑ Satisfactorily performs/carries out all functions/responsibilities/tasks as assigned by Human Resources Administrator or Human Resources guidelines and/or procedures.
- ☑ Answers Human Resources phones.
- ☑ Cooperates and teams with other members of Human Resources Department to offer quality services.
- ☑ Cooperates and teams with other CLIU #21 departments to maintain efficient electronic Human Resources records.
- ☑ Maintains physical and electronic filing systems in accordance with departmental protocols.
- ☑ Ability to learn, apply, and follow CLIU #21 and Human Resources Department procedures, policies, and protocols efficiently and accurately.

Secondary:

- ☑ Assists the Administrative Assistant to the Director of Human Resources.
- ☑ Assists the Human Resources Administrative Assistant - Absences, which includes daily absences, placement of substitute, and medical notes.
- ☑ Greets and routes visitors and processes daily mail, resignation/retirement letters, data reports, Board Agenda submissions, Human Resources Administrator needs (letters, agendas, meetings), and conference room bookings.
- ☑ Acts as backup for the following tasks: processing Human Resources departmental mail, Reasonable Assurance Letters, and Facilities Tracker.
- ☑ 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.