

# **EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO JOB DESCRIPTION**

## **ADMINISTRATIVE ASSISTANT 1 – HUMAN RESOURCES**

### **Minimum Qualifications:**

- High school diploma and satisfactory pre-employment skill assessment
- Associate degree or post-secondary training in business administration, human resources, office administration, or a related field preferred.
- Minimum of two years of administrative support experience, preferably in Human Resources.
- Meets all mandated health requirements.
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and Board policies.
- Strong organizational, planning, and time management skills.
- Excellent oral and written communication skills.
- Exceptional attention to detail and accuracy.
- Proficient in Microsoft Office Suite, Google Workspace, HRIS systems, and database management.
- Demonstrated proficiency in data entry, proofreading, grammar, spelling, and document formatting.
- Ability to maintain confidentiality while handling sensitive personnel information.
- Strong customer service skills with the ability to communicate professionally with employees, applicants, school districts, and the public.
- Ability to prioritize multiple assignments while meeting deadlines.
- Knowledge of Board Agendas preferred

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the Center's insurance carrier.

**FLSA Classification:** Non-Exempt

**Reports To:** Director of Human Resources

### **Job Objectives:**

Serve as a confidential administrative assistant to the Human Resources Department by providing administrative, clerical, and customer service support that contributes to efficient human resources operations. Assist with recruiting, onboarding, personnel records, data management, correspondence, compliance activities, and other Human Resources functions.

## **Responsibilities and Essential Functions:**

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Provide administrative support to the Human Resources Department.
- Assist HR staff with daily operations and special projects.
- Maintain strict confidentiality regarding personnel records, employee information, investigations, and employment matters.
- Prepare, proofread, edit, and distribute professional correspondence, employment verification letters, licensure letters, contracts, memorandums, reports, and other HR documents.
- Compose routine correspondence independently using appropriate business writing standards.
- Assist with the preparation of Board agenda materials and supporting documentation related to personnel recommendations.
- Schedule interviews, orientation sessions, meetings, and training programs.
- Serve as back-up to Fingerprint and I9 processing at Central Office
- Perform accurate and timely data entry into Human Resources Information Systems (HRIS), PowerSchool Records, spreadsheets, and other databases.
- Maintain personnel files in accordance with records retention requirements.
- Generate reports from HR databases as requested.
- Track licensure, certifications, five-year FBI Renewal, employment records, and required documentation.
- Oversee the Evaluation Preparation documents and emails
- Prepare Annual Salary Surveys
- Prepare Annual School/District Calendars
- Collaborate with EMIS Coordinator for EMIS Compliance
- Assist with recruiting events, job fairs, substitute orientations, and hiring events.
- Answer telephone calls and respond to inquiries professionally.
- Welcome visitors and direct them to the appropriate staff.
- Maintain department calendars and meeting schedules.
- Order and maintain office supplies.
- Prepare purchase requisitions and process invoices as assigned.
- Assist with meeting preparation, including room booking, agendas, materials, and minutes.
- Maintain department forms, templates, and procedural documents.
- Maintain shared HR Folder
- Provide administrative and secretarial support to the Human Resources Department, including drafting letters, preparing documents, and completing general office tasks.
- Provide exceptional customer service while representing the Human Resources Department in a professional manner.
- Communicate clearly and professionally both verbally and in writing.
- Maintain confidentiality of personnel information in accordance with applicable laws and Board policies.
- Maintain accurate records related to employee licensure, background checks, and mandatory employment documentation.
- Participate in professional development opportunities.
- Perform other duties as assigned by the Director of Human Resources.

"Job performance is evaluated according to the policy provisions adopted by the Governing Board of the

Educational Service Center of Central Ohio."

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout their employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

August 2026

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