

Elkhart Community Schools

Position Description

Position Title:	Human Resources Secretary – Application Processing
Qualifications:	<i>Required:</i> High School diploma or equivalent; ability to navigate computers by displaying a proficient level of computer literacy. Ability to complete and track office tasks with great attention to detail and self-direction. Professional conduct and ability to work as part of a team and maintain confidentiality. Ability to greet and assist the public in a friendly and professional manner at all times. Must demonstrate a pattern of regular and timely attendance. <i>Preferred:</i> Minimum of three years of secretarial experience with an excellent understanding of office procedures. Experience with application tracking software.
Department:	Human Resources
Reports to:	Director of Human Resources
Prepared by:	Maggie Lozano
Approved by:	W. Douglas Thorne
	Date: 8/21/2023

SUMMARY: Responsible for the coordination of all application tracking and processing for the Elkhart Community Schools district: certified, classified, and positions paid by claim. Responsible to the completion of all tasks from the beginning of the process (posting of the position) to completion (the hiring of an applicant and generating appropriate notifications). To assist and report directly to the Director of Human Resources as it relates to applicants and applicant processing. To thoroughly understand and navigate the application system, and develop and recommend effective, and efficient procedures for tracking applicants, and applicant information.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned):*

1. Screen, process, and collect documentation regarding employment applications for the district.
2. Review and verify applicant qualifications to determine their qualification status in accordance with district requirements.
3. Generate and maintain job postings for the district using the district's applicant tracking systems.
4. Collect recommendations for hire forms and prepare documents for the employment offer.
5. Close job postings as they are filled and notify unsuccessful applicants.
6. Maintain the employment application software and provide assistance to applicants and district personnel as needed.
7. Maintain and update all district position descriptions.
8. Purge application records in accordance with state and federal retention regulations.
9. Set up interviews as requested by the Director of Human resources, and on occasion, other administrators.
10. Conduct the intake of substitute teachers by conducting references, background check screening, and substitute permit administration within a timely manner.
11. Coordinate student teaching placements for the district.
12. Review and maintain updated agreements between the district and the student teachers' institute of study.
13. Administer background checks for substitute teachers, student teachers, and the transportation department. Notifying the appropriate departments of the screening results.
14. Gain insight and understanding of all functions of the Human Resources department and assist with the organization and implementation of departmental functions.
15. Take calls and relay messages accurately, and establish appointments graciously.
16. Assist in the issuance of ID badges.
17. Assist in maintaining the departments Human Resources Information System.
18. Provide support to the department in the absence of the classified secretary and the switchboard receptionist.
19. Regular and timely attendance is essential function of this position.

20. Perform other duties as may be assigned by the Director or Assistant Director of Human Resources.

Terms of Employment: Twelve-month employee. Salary and fringe benefits as per board policy.

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: High School diploma or equivalent; ability to navigate computers by displaying a proficient level of computer literacy. Ability to complete and track office tasks with great attention to detail and self-direction. Professional conduct and ability to work as part of a team and maintain confidentiality. Ability to greet and assist the public in a friendly and professional manner at all times. Must demonstrate a pattern of regular and timely attendance. *Preferred:* Minimum of three years of secretarial experience with an excellent understanding of office procedures. Experience with application tracking software

Language Skills: Ability to read and interpret documents such as computer software manuals and procedure manuals. Ability to write procedures for employees and communications to employees. Ability to communicate with employees to train.

Mathematical Skills: Ability to add, subtract, multiply and divide all units of measure, using whole numbers and decimals. Ability to compute rate, ration, and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Experience to include computer operations and use. Strong typing, spelling, grammar and coordinating skills; attention to detail. Interpersonal and telephone skills; professionalism and tact; ability to work professionally with a variety of staff members within the school system, as well as outside. Ability to work as a member of a team and to maintain confidentiality.

Physical Demands: The physical demands 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 continuously required to sit, stand, walk, use hands to finger, handle, or feel objects; operate computers and other office machines and equipment; reach with arms and hands; talk and hear on the telephone and in other interactions. The employee must frequently lift and move up to 30 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. There are no environmental hazards indicated for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

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. The individuals currently holding this position perform additional duties and additional duties may be assigned.