Reports to:	HR Administrators/HR Coordinators
School/Department:	Human Resources
Pay Grade:	Office Professional/CS5
Work Days:	226
Wage/hour status:	Non-Exempt
Created/revised:	November 2026

Primary Purpose:

Provides office professional support to employment procedures and tasks associated with staffing, certification/licensing, and onboarding of employees and positions and the receiving, processing, and maintenance of data, files and records of the district. Maintains proper security and confidentiality of information. Provides clerical services to the department heads and other staff members in other HR areas as needed.

Qualifications:

Education/Certification:

- High school diploma or GED
- College hours related to human resources/business coursework or comparable from an accredited college or university recognized by the US Department of Education preferred

Special Knowledge/Skills:

- Knowledge of Federal, State, and local laws pertaining to employment
- Knowledge of standard office procedures and practices to include event and activity planning
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel and relatable Google software packages
- Skill in the use of an online application system (AppliTrack preferred), absence/substitute system (AESOP preferred), HR system (Tyler MUNIS preferred), timkeeping system (UKG formerly KRONOS preferred), and web based data management systems and software packages
- Skill in analytical, problem solving and project planning on a large scale
- Skill in basics mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in processing a high volume of transactions in a fast paced and structured deadline environment
- Skill in English, spelling and punctuation (written and verbal) utilizing proper format, spelling, grammar, punctuation, and proofreading
- Skill in using proper telephone etiquette and customer service techniques in a fast, friendly, and flexible manner
- Skill in presenting oral and written information in a comprehensive and organized manner to diverse audiences
- Ability to work independently, prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with minimum supervision
- Ability to comprehend complex and technical information and explain clearly to a wide variety of stakeholders
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to employees, administrators, District officials, co-workers, and the general public.

Experience:

- Three years of verifiable secretarial/clerical experience in a professional office setting with primary exposure in any combination of pre-employment/employment or related human resources area for a school district, university/college, or government entity is preferred
- Direct work experience using a Human Resource Information System (HRIS)
- Bilingual in Spanish helpful

Major Responsibilities and Duties:

Staffing, Certification/Licensing, Onboarding and File Maintenance

1. Prepare and conduct new hire orientation trainings for new employees.
2. Perform all activities associated with intake, scheduling orientations and training sessions.
3. Prepare employee records with corresponding/related documents, and distribute correspondence, forms, contracts, letters of intent, salary verification letters, and other information needed for an employees file.
4. Research and maintain current information on SBEC rules, certification requirements and processes, testing dates, and other data checks.
5. Manage registration and communication for annual job fairs.
6. Assist with job postings, applicants needing information concerning postings and the online application system. Troubleshoot, inform, and assist HR management on potential applicant inconsistencies, discrepancies, trends, patterns, and outcomes.
7. Receive, scan and maintain all pre-employment documents into the District's Applicant Tracking System and ensuring documents are available for viewing by district hiring officials and authorized and designated personnel.
8. Maintain all electronic files for employees and applicants.
9. Verify completeness of files and notify employees of missing records.
10. Process requests for official district records, including maintaining log of requests for records, retrieving documents, copying, and mailing records.
11. Enter and update employee information in central database.
12. Respond to requests for verification of employment.
13. Manage the records storage and destruction process for the HR records following established records retention schedule and requirements.
14. Assist with the purging of records and coordinate scanning of HR records.
15. Prepare, validate, and submit transaction changes related to employment situations. This would include hires, transfers/assignment changes, terminations, resignations or retirements and other data changes.
16. May serve as backup to pre-employment procedures and tasks associated with fingerprinting newly hired employees and other related intake/outtake procedures.

Reports and Correspondence

1. Compile, analyze and interpret data and figures utilizing spreadsheets and/or other technology applications.
2. Maintain databases for new hires, terminations, transfers, certified, non-certified, and licensed staff.
3. Prepare correspondence, forms, records, and reports as requested.
4. Compile pertinent data as needed when preparing various federal, state, and local reports.

Communication

1. Use discretion and good judgement at all times, including outside of work and on personal social media, to maintain confidentiality of sensitive matters.
2. Maintain a positive and effective relationship and client engagement with coworkers, supervisor, District officials and employees, vendors, and the general public.
3. Provide outstanding customer service.
4. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, and the general public.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by a Director of HR and Associate Superintendent of HR.
2. Demonstrates effective interpersonal skills through communications with staff, employees, administrators, community members, and general public.
3. Attend meetings and professional development as required or to enhance knowledge, skills, and abilities and remain current on new and emerging technologies.
4. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
5. Maintain an organized work environment.
6. Maintain professional appearance adhering to the department's established standards.
7. May provide office professional support and serve in other Human Resources areas.
8. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

District telephone equipment, personal computer, printer, copier, scanner, fax machine, shredder. Monitor activity, maintain upkeep of HR equipment, and timely keep HR management informed of failures and/or replacement needs.

Working Conditions

Work is performed in a climate-controlled office environment not readily accessible to the general public. This position requires a strong work ethic and characteristics supportive of collaborative work efforts in a collegial and fast-paced atmosphere.

Mental Demands/Physical Demands/Environmental Factor

Maintain emotional control under stress
Work with frequent interruptions during peak hiring period
Workload is deadline driven and must be able to meet ongoing deadlines
Occasional prolonged and irregular work hours with occasional overtime – flexibility with schedule preferred
Extended hours or non-business hours may be required to lessen impact with district operations
Prolonged use of equipment and computer with repetitive hand motions
Office atmosphere may be noisy and hectic. Offices are "open" with multiple employees working in large open room areas containing two or more desks and equipment. May work in an enclosed area.
Requires performing tasks sitting, standing, kneeling, squatting, stooping, bending, pushing, pulling, twisting, and lifting
Work location assigned requires physical presence in office
Daily attendance and punctuality are essential functions of the job

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____