Community Consolidated School District 46 Job Description

Title: Personnel Assistant

Education/Experience: Associates Degree required, Bachelor's Degree preferred. Ability to use computers, including using Google Suite and Microsoft Suite. One to three years previous office work experience preferably in the human resources field.

Reports to: Director of Human Resources

Terms of Employment: Twelve month position; salary and work hours established by the Board of Education agreement with Grayslake PSRP Council, a Council of the Lake County Federation of PSRP, Local 504, IFT-AFT, AFL-CIO.

FLSA Status: Non-Exempt

Job Purpose: The purpose(s) of the Personnel Assistant include supporting staff within the human resources department, providing information and processing of all substitute applicants and student teachers; completing assigned projects and tasks; and maintaining certification records and serving as a resource to administration and staff on issues relating to certification.

Professional Requirements:

- Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent job related software applications; preparing and maintaining accurate records; and planning and managing projects.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation to write routine reports and correspondence; and office methods and practices.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality, establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information; reading and interpreting documents; adapting to changing work priorities; working with detailed meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.
Performance Responsibilities:

- Administers pre-employment proficiency tests for the purpose of ensuring eligibility for employment.
- Assists with the employment process (e.g. callbacks, scheduling interviews, notification, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Maintains a variety of employment files (applicants, eligibility lists, test scores, etc.) and records, compiling pertinent employee information (salary, probationary period, eligibility, etc.) for the purpose of ensuring accuracy of employee’s compensation, maintaining eligibility for position and complying with mandated requirements.
- Maintains an inventory of items (e.g. handbooks, applications, benefit packets, personnel forms, etc.) for the purpose of documenting and/or providing reliable information.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting the Personnel Department.
- Prepares a variety of reports and related documents for the purpose of providing documentation and information.
- Processes documents and materials (e.g. applications, changes in employment status, payroll changes, etc.) for the purpose of disseminating information to appropriate parties.
- Maintains manual and electronic documents, files and records (e.g. vacancy listings, applicant tracking, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Prepares a wide variety of reports, documents, correspondences of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Develops a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Perform other duties as assigned by the administration.

Working Environment: The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, and 5% standing. This job is performed in a generally clean and healthy indoor environment.