



Job Description Montgomery Independent School District

Job Title: Human Resource Specialist **Exemption Status/Test:** Nonexempt

Reports to: Assistant Superintendent of Human Resources **Date Revised:** October 2025

Dept./School: Education Support Center **Salary:** PG6 Clerical/Para/221 Days

Primary Purpose:

Provide support for daily human resource operations. Handle routine HR inquiries and provide responsive and knowledgeable assistance to employees.

Qualifications:

Education/Certification:

Applicant must be at least 18 years of age
High school diploma or GED

Special Knowledge/Skills:

Proficiency in keyboarding and file maintenance
Ability to use software to develop spreadsheets, databases, and do word processing
Ability to perform basis math
Ability to read, speak and understand English
Excellent organizational skills
Effective communication and interpersonal skills

Experience:

Two years clerical experience preferred

Major Responsibilities and Duties:

HR Support

1. Handle routine HR inquiries to ensure a high level of service and responsive, knowledgeable support for employees and their supervisors. Explain HR policies and practices to employees as appropriate.
2. Maintain HR information database to ensure that employee information is accurate, current, and reliable.
3. Maintain position control system in an accurate and timely manner. Reconcile job descriptions with position control to ensure that there is a job description for every job. Follow up with supervisors to make certain that job descriptions are reviewed and updated on a regular basis.
4. Receive and process applications, including verifying completeness of files and notifying those not selected for employment.
5. Process new hire paperwork including criminal history information, references, and other application materials.

Reports and Correspondence

6. Prepare and distribute or post job vacancy announcements and advertisements.
7. Prepare, maintain, and distribute employee handbook as directed.
8. Prepare correspondence, forms, and reports according to district standards and requirements.

Other

- 9. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
- 10. Greet visitors and assist employees and applicants to complete applications and required paperwork.
- 11. Assist with the preparation and distribution of employment contracts.
- 12. Maintain confidentiality.
- 13. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 44 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____