United Independent School District
Department of Human Resources

HUMAN RESOURCES ASSISTANT – EMPLOYEE RELATIONS

Human Resources Department

Primary Purpose:
Provide administrative assistance for the efficient operation of the Human Resources Department. Handle confidential information and frequent contact with all levels of District employees, outside agencies, and the general public.

Educational Qualifications:
- High School diploma or GED
- Successful three (3) to five (5) years experience as a secretary/ administrative assistant.
- Ability to use a computer, printer, copier, calculator and fax machine

Major Responsibilities and Duties:
1. Handle confidential personnel and department documents and correspondence.
2. Maintain file systems for the HR and Administration Division, this includes hard copy files as well as electronic file management.
3. Review materials for completeness and accuracy.
4. Review and answer routine correspondence, respond to inquiries as directed.
5. Provide administrative support to department.
6. Responsible for running background checks for paraprofessional applicants, parent volunteers, and vendors.
7. Completes reference calls for applicants being considered for employment.
8. Checks email system and online application system daily.
9. Maintain and organize sensitive files by making entries and keeping files updated regularly.
10. Understand and apply laws, rules, procedures and policies relating to the work of the department.
11. Understand and follow complex instructions.
12. Independently perform difficult, advanced clerical work.
13. Perform general clerical or legal clerical procedures and operations.
14. Business letter writing.
15. Maintains appropriate filing system for records relating to HRD office applicants and U.I.S.D. employees.
16. Receives and screens in-coming phone calls, records messages.
17. Serves as relief switchboard operator as instructed by the Directors of Human Resources.
18. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
19. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
20. Assist in maintaining a safe and healthy work environment.

Distance Learning and Virtual Instruction Duties and Responsibilities
In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

21. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
22. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Working Conditions:
Reading; ability to communicate effectively (verbal); ability to operate computer. Repetitive hand motions; prolonged use of computer. Some bending, lifting and stooping while performing job related functions.

Human Resources Assistant – Employee Relations (continued)

Distance Learning Working Conditions:
Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals
Posture: Prolonged sitting
Motion: Repetitive computer work with frequent use of hands and wrists
Environment: Work from inside home or location other than school building
Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours.

Terms of Employment:

Wage / Hour Status:	Non Exempt
Minimum Salary:	$26,181
Pay Grade:	4
Minimum Work Days:	224
Months / Hours per Day:	12 / 8

Date Last Revised: 06/26

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 skill that may be required.