

## **JOB DESCRIPTION**



<b>Position:</b>	12-month Secretary – Human Resources/Pupil Services
<b>Reports to:</b>	Human Resources Specialist/Pupil Services Director
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Support Human Resources Specialists in managing district personnel needs by overseeing daily programs and handling various HR tasks. Assist Pupil Services with appointment scheduling.

**NOTE:** The below lists are not ranked in order of importance

### **Essential Functions:**

- Serve as the first point of contact for inquiries, providing general information and assistance.
- Answer, screen, and direct incoming phone calls and visitors; take and relay accurate messages.
- Manage routine communications, including preparing, proofreading, and distributing correspondence, memos, and reports.
- Schedule Pupil Services meetings for all magnet schools
- Coordinate and ensure completion of all new hire paperwork, including fingerprinting and background checks.
- Schedule onboarding meetings for new staff and support the onboarding process.
- Schedule and coordinate appointments, meetings, and conference room usage.
- Monitor and maintain office supplies for HR dept. and place orders as needed.
- Maintain strict confidentiality regarding personnel, students, and district operations.
- Attend meetings and training sessions as required.
- Understand and apply relevant bargaining unit contract language.
- Maintain a professional appearance, demeanor, and communication style.
- Report suspected child abuse to appropriate personnel and authorities.

### **Other Duties and Responsibilities:**

- Serve as a role model for students and staff
- Interact in a positive manner with staff, students, and parents
- Respond to routine questions and requests in an appropriate and timely manner
- Maintain a level of approachability by administration and staff
- Perform other duties as assigned by Human Resources Specialists

### **Qualifications/Certificates:**

- High School Diploma required; Bachelor's degree preferred
- 3+ years secretarial experience
- 1 years related experience preferred
- Alternative to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

### **Required Knowledge, Skills, and Abilities:**

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills

**Additional Working Conditions:**

- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Flex hours 11 am -7 pm once monthly to provide Front Desk coverage for BOE meetings.
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop

Printer/Copier/Fax

Security/ID Scanner

Label Maker

**Required Testing**

None

**Continuing Educ./Training****Clearances**

Fingerprint/Background

**Evaluation:**

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature

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Date