Human Resources Onboarding Receptionist
Wayne County Public Schools

Job Description

Class:  Classified  
Dept:  Human Resources Department

TITLE:  Human Resources Onboarding Receptionist

QUALIFICATIONS: Minimum of a high school diploma is required. Associate’s degree is preferred.

REPORTS TO:  Assistant Superintendent of Human Resources and Director of Human Resources

JOB GOAL: To provide effective and efficient services of the Human Resources Department.

Purpose: To manage clerical functions of the front office of the Human Resources Department. An employee in this position will provide efficient and effective communication to and from applicants, candidates, employees, and school-community partners on behalf of the Human Resources Department.

Reports to: The Assistant Superintendent of Human Resources and the HR Director

Job Roles/Duties:

- Lead the development, maintenance, and utilization of the online onboarding system and application database.
- Provide initial contact and service for persons requesting personnel information, content in personnel records, human resources questions.
- Prepare correspondence to individual services from HR.
- Receive calls, take messages, and/or route calls to appropriate staff.
- Prepare, update, and distribute applications in application database as needed.
- Update forms and manuals for HR Department and Administrators.
- Update HR Calendar regularly.
- Update job descriptions and utilize updated job descriptions in posting jobs.
- Practice confidentiality regarding personnel matters at all times.
- Communicate office supply needs in a timely manner.
- Maintain substitute teacher files.
- Request supplies and/or repairs for fax machines and copiers.
- Assist with preparation of job fair materials.
- Back-up Support for LINQ (Certified and Classified).
- Utilize Google Doc at an above proficient level for communication and sharing of work.

Revised May 12, 2023
• Special Projects Support Person.
• Ensure communication/correspondence is provided on a 24-48 hour basis.
• Receive and sort HR mail.
• Substitute email account group.
• Process child nutrition substitutes and maintain an updated active list.
• Collaborate with Beginning Teacher Coordinators to support student interns and field placements.
• Post all job requests received from schools and departments.
• Perform other personnel functions as assigned by the Assistant Superintendent and Director for the Human Resources Department.

Minimum Qualifications:

• High School Diploma and experience in an office environment with responsibility for a variety of clerical responsibilities or an Associate’s degree is preferred
• Two to four years of office management and/or clerical experience
• Ability to multitask
• Ability to use technology effectively and efficiently
• Excellent written and communication skills
• Exceptional organizational skills
• Ability to work with diverse groups
• Excellent interpersonal skills

Salary - Grade 64

Revised May 12, 2023