

**Job Description**

**Position Title:** Human Resources Administrative Assistant

**Location:** District Support Center

**Department:** Human Resources

**Reports To:** Human Resources Director

**Term:** Year-round position

**Schedule:** Mon-Fri Full-time – 8:00-4:30pm. Summer hours differ.

**Salary:** Position follows the [Classified Salary Schedule 2025-2026](#) at B214. Starting salary begins at \$20.00-\$23.00/hour, based on experience.

**Date of last review:** October 2025

**SUMMARY:** The Human Resources (HR) Administrative Assistant position provides frontline support for the HR department to District-staff and the wider District community. The HR Administrative Assistant supports the HR department through handling frontline communications, new hire processing, and various department projects.

**To Apply:** Please complete the application and include three references.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned)*

*Collaboration:*

- Develops positive, effective working relationships with learners and staff.

*Communication:*

- Handles walk-in traffic and acts as frontline support for basic HR questions. Helps diagnose in-depth questions and routes to correct point-of-contact.
- Handles frontline phone and email inquiries and directs calls/emails to applicable HR team members as needed.
- Handles intake of new hire paperwork and distributes to applicable HR team members for processing.
- Manages the HR appointment booking application.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

*Compassion:*

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

*Creativity:*

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

*Critical Thinking:*

- Manages Purchase Order processing and reconciling for the HR department.
- Updates new hire paperwork forms as needed.
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

*Reflection:*

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

*Resilience:*

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

*Responsibility:*

- Manages updates to the HR external and internal website portals including content changes, form updates, and more. Required to complete District website training.
- Supports the HR Department with filing employment-related documents for district employees, benefit documents, new hire paperwork, etc.
- Supports the HR Department with data entry including 3<sup>rd</sup> party database requirements, licensure information, and more.
- Runs social security verification process.
- Supports the district community with processing address and name change requests.
- Monitors hiring notifications and creates employee personnel files with application materials.
- Manages creating and distributing District ID badges.
- Acts as back-up support to DSC reception area on an as needed basis.
- Supports the HR department with various projects.
- Handles years of service recognition program and distributes pins.

***PHYSICAL DEMANDS AND WORK ENVIRONMENT:*** *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.

***EDUCATION AND/OR EXPERIENCE:***

- High School Diploma or General Education Degree (GED) is required.
- Minimum of two years of office administrative experience is preferred.
- Demonstrated experience with data entry is preferred.
- Demonstrated experience with Microsoft suite of products.
- Associate's degree in office administration or closely related field is preferred.
- Experience working in a K-12 school setting is preferred.
- Experience with iVisions/School ERP PRO is preferred.

***LANGUAGE SKILLS:***

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

***OTHER SKILLS AND ABILITIES:***

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

***SUPERVISORY RESPONSIBILITIES:***

- None.