

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES ASSISTANT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, will perform a variety of clerical duties in support of the Human Resources Department.

REPRESENTATIVE DUTIES:

- Manage and maintain annual budget for the Human Resources Department including purchasing supplies, furniture and equipment and monitoring inventories.
- Answer phones, take and relay messages; greet and monitor visitors; open, sort and route mail and other communications.
- Assist with recruitment duties, such as scheduling interviews, and creating packets for interview panels.
- Assist with on-boarding duties, such as creating ID badges, creating district email accounts, and following up on various tasks assigned through TalentEd Records.
- Assist Human Resources staff in keeping Personnel files up to date, including receiving, reviewing, scanning and filing documents.
- Track TB test expiration dates and notify employees of renewal requirements.
- Track annual mandated trainings for all staff.
- Track probationary and annual staff evaluations.
- Assist Assistant Superintendent of Human Resources and other Human Resources staff on special projects as requested.
- Provide human resources-related information to staff and the public; explain and enforce District and school policies and procedures.
- Communicate with a variety of school site and district personnel and administrators regarding Human Resources Services operations, activities, policies and procedures.
- Maintain confidentiality of materials and information
- Assist with operation and maintenance of office machines including photocopiers, fax machines, computers and audio-visual equipment.
- Operate a computer with knowledge of specific software programs such as Microsoft Office; operate a telephone, photocopier, calculator and other office equipment as assigned.
- Maintain and update department files.
- Perform a variety of office functions and activities in support of the Human Resources Department; clerical tasks as assigned, including preparing correspondence on a variety of issues, scheduling appointments and making referrals as appropriate.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic practices, policies and procedures for assigned position.
- Operation of a computer and assigned software, including Microsoft Office
- Modern office practices, procedures and equipment
- Record-keeping techniques, filing and information management systems
- Basic budget and accounting procedures
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- District organization, operations, policies and programs
- Applicable sections of the State Education Code and other applicable laws

ABILITY TO:

- Perform a variety of clerical and financial accounting duties in support of business office operations
- Understand and follow accurately oral and written directions
- Communicate effectively orally and in writing with parents, staff, administrators, and members of the public
- Learn, interpret and explain rules, regulations, policies and procedures
- Maintain well-organized records and prepare reports
- Complete assigned tasks with frequent interruptions
- Establish and maintain cooperative and effective working relationships with others
- Type at 45 words per minute from clear copy
- Meet schedules and deadlines
- Prioritize tasks and effectively schedule work
- Operate a computer and a variety of office machines and equipment
- Work independently with minimal direct supervision
- Compose correspondence independently.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years of increasingly responsible clerical and secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Frequent interruptions
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials.
- Sitting for extended periods of time.
- Rarely lifting items up to twenty-five pounds

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 21.