



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

PERSONNEL SERVICES ASSISTANT

DEPARTMENT/SITE: DISTRICT OFFICE

SALARY SCHEDULE: Classified Salary Schedule
(Group 1)

LEVEL: Range 36

WORK YEAR: 12 Months

**REPORTS TO: ASSISTANT SUPERINTENDENT,
PERSONNEL SERVICES**

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Education effective:.....10/10/2024

JOB GOAL/PURPOSE:

Under the supervision and direction of the Assistant Superintendent of Personnel Services, perform a variety of specialized clerical and record-keeping functions; maintain automated and manual confidential records and files; work in an environment requiring heavy public contact providing information and assistance on personnel matters.

DISTINGUISHING CHARACTERISTICS

The Personnel Services Assistant performs a variety of generalized duties in the recruitment, screening, selection, and processing of new personnel, record keeping, and other Personnel Services-related office tasks and functions. The Personnel Services Assistant performs a variety of specialized, complex, confidential, and detailed functions and duties in support of the Assistant Superintendent, Personnel Services.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Serves as receptionist for the District Office, greeting visitors, responding the phone calls, and providing information and assistance.
- Supports the Superintendent's office, as needed.
- Monitors and facilitates the responses to Personnel Services service tickets and email inquiries.
- Support general use inquiries related to PeopleSoft, Absence Management, and Laserfiche.
- Establishes, maintains, and audits personnel records and files to ensure compliance with policies.
- Maintains employee photos in the district employee database. Builds badges for each employee and responds to corresponding service tickets.
- Facilitates the vacancy and hiring process for all district positions.
- Implements strategies to ensure a timely hiring process.
- Facilitates the posting, interview, reference, and hiring recommendation procedures.
- Prepares and sends internal employment announcements.
- Provides information on personnel policies, procedures, recruitment, and selection process.
- Maintains online recruitment postings using online posting/application tools.
- Review employment applications for completeness and alignment within established selection requirements.

- Schedules employment interviews and organizes interview materials.
- Maintains application files through the electronic application system.
- Maintains an electronic database of all interview materials.
- Prepares and sends communications to all applicants.
- Proctor written employment examinations.
- Coordinates certificated & classified substitute coverage with school site personnel.
- Processes new employees including substitutes.
- Sorts and distributes district mail.
- Schedules new employee orientations on a quarterly basis.
- Facilitates new employee department/site onboarding procedures.
- Completes employee verification forms.
- Maintains TB compliance and reconciliation for all staff. Alerts administration of non-compliant staff.
- Performs general clerical functions including filing, copying, data entry, checking, and recording information.
- Perform other functions, duties, and tasks related to the class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Customer service skills
- Personnel Services office functions, practices, and procedures
- Principles, techniques, procedures, and terminology involved in the recruitment, screening, selection, classification, and processing of new personnel
- Modern office practices, procedures, and equipment
- Proper use and operation of a telecommunications system; proper telephone techniques and etiquette
- Letter and report preparation techniques
- Data management; storage and retrieval systems
- Principles of office management and organization
- General goals of public education
- Computational methods
- Correct English usage including grammar, spelling, punctuation, and vocabulary
- Interpersonal skills including the use of tact, patience, and courtesy
- Basic first aid

Skills:

- Keyboarding accurately at an acceptable rate of speed
- Operate a variety of office equipment including computers and pertinent software applications, fax machines, and copiers
- Perform various tasks with speed and accuracy
- Establish and maintain a variety of complex and sensitive files and records

Ability to:

- Perform a variety of specialized duties related to Personnel Services office functions independently and effectively
- Serve as a technical resource to employees regarding personnel functions, activities, and requirements
- Establish and maintain manual and automated employee records and files
- Analyze difficult and sensitive situations and adopt an appropriate course of action while maintaining discretion and confidentiality
- Understand and carry out oral and written instructions

- Prepare announcements for job openings and place advertisements
- Distribute, screen, and process employment applications and other personnel-related documents and activities
- Assemble and compile data/information and prepare reports
- Operate a variety of office equipment including computers, fax machines, and copiers
- Meet schedules and timelines
- Complete work with many and frequent interruptions
- Establish and maintain cooperative and effective working relationships with others
- Maintain confidentiality and a positive attitude at all times

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Three (3) years of clerical/general office experience including one year of experience in a personnel office, preferred. Proficiency utilizing Microsoft Office Suite and Google platform.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview, or work sample) for the job class with a satisfactory score.
- Must possess and maintain current CPR/First Aid certification
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Pre-employment physical exam at the District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office environment with frequent interruptions and intermittent noise
- Operate a computer keyboard and other office equipment
- Sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files
- Lift objects such as boxes containing documents and weighing up to 35 pounds
- Exchange information in person or on the telephone
- Prepare, and review various materials
- Prepare rooms for meetings (seating, materials, refreshments)