



David Douglas School District #40

Classified Job Description

SECRETARY IV.5 – HUMAN RESOURCES ADMINISTRATIVE ASSISTANT-

LICENSED Schedule: 8 hours per day / 12 months per year

Class: 16

POSITION PURPOSE

Provides administrative support to the Human Resources Manager on licensed personnel matters. Also provides record keeping and organizational services for the Human Resources Office.

NATURE AND SCOPE OF RESPONSIBILITIES

- Greet and assist applicants and district personnel that come into Human Resources
- Answer telephones, respond to inquiries and take messages
- Maintain databases and spreadsheets
- Prepare and organize data reports
- First point of contact for new licensed employees-sending welcome e-mail and new hire paperwork.
- Update all licensed transcript evaluations
- Send out TSPC license renewal notices to licensed staff and Administrators
- Update state licenses in Infinite Visions
- Conduct licensed new hire orientations
- Enter all new license staff into Infinite Visions
- Update and manage licensed job descriptions
- Post, track, and process licensed positions
- Provide back-up for classified postings
- Update and maintain Talented Recruit and Hire
- Post all necessary positions to outside sources
- Work with the principals, colleges and universities in placing student teachers, process agreements and distribute vouchers
- Prepare Licensed Staff Position Report for ODE
- Process unemployment claims
- Prepare and send recess letters
- Work with the HR manager on licensed resignations, retirements and contract changes
- Complete employment verification forms for previous licensed employees
- Prepare sexual disclosure forms for signature
- Provide back-up for leaves and workers' compensation
- Provide back-up for maintaining district wide work calendars
- Make photocopies, fax documents and perform other clerical functions
- Schedule appointments for HR Manager
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma
- 21 years of age or older
- Skills— the individual is proficient in computer operation and use of computer programs involving databases and spreadsheets; use of telephone, calculator, fax, copier, scanner and other office equipment problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully

- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, sitting and bending. Ability to use telephone, computer and other office equipment for extended periods of time.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs