



Title:	Administrative Assistant of Human Resources
Reports to:	Assistant Superintendent of Human Resources
Terms of Employment:	12 Months
Salary:	TBD

Qualifications:

- Associate's Degree Preferred
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Supervises: None

Essential Job Functions:

Prepares agenda for administrative meetings; handles proceedings for planning major meetings; attends meetings, takes minutes or notes and follows through on matters requiring correspondence.

Summarizes statistics from various sources into comprehensive report from limited instructions.

Juggles appointments and manages the supervisor's calendar; arranges travel schedules, makes reservations and prepares travel vouchers and expense reports for supervisor and/or department personnel.

Reviews incoming mail to keep informed on status of matters being handled; routes other mail to appropriate departments or divisions; handles routine correspondence and independently prepares appropriate replies.

Receives telephone calls and visitors; facilitates problem solving, gives out detailed information regarding department activities and programs; refers calls or visitors to appropriate officials.

Maintains departmental records; records transactions and data in journals, ledgers, logs and on special forms; acts as a point of contact for the area served and gives information or refers inquiries to proper personnel.

Uses a variety of mathematical formulas; summarizes statistical information; prepares charts, graphs and tables.

Processes information using a variety of computer driven word processing, spread sheet and file maintenance programs which requires use of a variety of complicated formats for preparing correspondence, reports and manuscripts. Work includes responsibility for accuracy of spelling, punctuation, format and grammar.

Composes forms, letters, memorandums, reports, and minutes; drafts information and materials for various purposes.

Maintains contact with departmental personnel regarding office activities and deadlines.

Performs background checks on new employees, volunteers, etc.

Manages the Background database.

Helps new employees with paper work.

Manages the NCID System.

Types and maintains personnel report every month

Post and manage job vacancies in the county.

Handles transcripts and student records.

Prepares the Personnel Directory every school year.

Makes various demographic changes in HRMS as needed.

Handles all the finance charges for the HR Dept.

Creates and maintains career fair schedule

The administrator over the Substitute Teachers

Main operator over the Frontline Absence System

Main operator over the keyless entry system for the schools

NCEES Technical Support, Keeps systems updated. Does monthly reports on completion of observations, PDP's etc.

Handles all drug screenings for new employees

Administrator over the UID system

Maintains/Prepares all graduates/withdrawn student records and inactive employee records to be digitized

PublicSchool Works Administrator

Drug & Alcohol Clearinghouse Database

Enters all classified staff into LINQ

Submits all EAF's to appropriate individuals

Create's One/Four Year Contract List

Prepares/Compiles Intent Forms for Transfer List

Maintains new hire list, resignation list, transfer list, teacher turnover list

Request emails for all new employees

Handles all coaching contracts for payments and due dates

ADDITIONAL JOB FUNCTIONS

May maintain office supply inventories.

Performs related work as required.

Back up to Benefits Specialist