

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

CONFIDENTIAL HUMAN RESOURCES SECRETARY

Description of Position

Under direct supervision of the Director of Human Resources and Human Resources Coordinator II, to perform responsible clerical and secretarial duties in all phases of personnel procedures for both certificated and classified personnel; assist with the technical processes relating to recruiting, scheduling and testing of applicants in accordance with district policies, regulations, and procedures; perform technical duties which support the administrative function of the personnel office; serve as a credential analyst; and other duties as assigned.

Examples of Duties and Responsibilities

Perform a variety of secretarial and clerical work, including typing, proofreading, filing, checking and recording of information; communicate both verbally and in writing with job applicants and provide information related to district job vacancies; prepare, type, update and maintain a variety of materials related to assigned activities; verify and post information as assigned; assure completeness and accuracy of materials; perform duties related to the examination of applicants as required; evaluate and document credentials; assemble and organize test results; schedule and arrange interviews; gather, type and distribute interview packets; prepare materials to assist new employees with employment procedures; prepares and distributes notices of employment and contracts for new employees; process application packets for initial and credential renewals for certificated staff; assure that the employment functions comply with EEO guidelines; Affirmative Action regulations; ADA guidelines, and Education Code guidelines; use of computers and related software programs, including word processors, spreadsheets, and data base management; schedules appointments and meetings, luncheons, and trips for designated personnel.

Knowledge and Ability

- Receives and reviews applications for certificated and classified employees;
- Prepares and distributes recruitment advertisements;
- Notifies certificated staff members of expiring credential status and assists with applications for new or renewal of credentials;
- Prepares Offers of Employment for certificated staff and Notices of Employment for classified staff, verifying accurate placement on the salary schedule;

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

CONFIDENTIAL HUMAN RESOURCES SECRETARY

- Processes all personnel changes and notifies appropriate departments;
- Prepares personnel reports for Board agendas;
- Administers written tests;
- Provides information and schedules appointments for employee fingerprinting;
- Maintains an Emergency Card/Employee Information file on all employees;
- Maintains an updated list of available substitutes;
- Business and telephone etiquette;
- Various types of computer software applications;
- Modern office organization, procedures, practices, and use of technology;
- Correct use of English, spelling, grammar, punctuation, and composition;
- Maintains personnel files in a secure manner;
- Current state, federal and local laws and regulations dealing with personnel;
- Methods used in preparing statistical reports;
- Communicate effectively both orally and in writing;
- Excellent communication/interpersonal skills using tact, patience and courtesy;
- Send out notices regarding T.B. test requirements and maintain records for each employee;
- Send out evaluation forms for probationary and permanent employees;
- Assists in the preparation of classified/certificated seniority lists;
- Compile and organize complex material and summarize discussions and actions taken in report form;
- Establish and maintain cooperative and effective working relationships with others;
- Follow oral and written directions;
- Work independently;
- File and alphabetize with speed and accuracy;
- Make mathematical calculations with speed and accuracy;
- Perform tasks in a safe and efficient manner so as not to cause risk to the health or safety of self or others;
- Meets the physical, mental, and environmental demands of the position;
- Word process at 70-80 words per minute from clear copy;
- Take dictation at 110 words per minute and transcribe accurately (desirable, not required);
- Bilingual skills-oral and written (desired/not required);
- Understand and work within the scope of authority;
- Meet schedules and timelines;

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

CONFIDENTIAL HUMAN RESOURCES SECRETARY

- Work confidentially and with discretion;
- Performs other duties as assigned.

Education, Training, and Experience

- Education equivalent to the completion of the twelfth grade;
- College coursework in personnel practices or two years of progressively responsible experience in public personnel administration. Additional experience may be substituted for the college coursework.
- Experience in public school is preferred.

Description of Physical Requirements

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
 2. Work assignments are normally located in a work environment with light physical work and required light physical effort.
 3. Lifting 25 pounds maximum or carrying any object weight over 15 pounds.
-
- Perris Elementary School District maintains a tobacco-free, drug-free environment.
 - Perris Elementary School District does not discriminate on the basis of race, color, national origin, religion, age, sex or disability in its educational programs, activities, or employment. All educational opportunities will be
 - offered without regard to race, color, national origin, sex or disability.

Salary/Compensation

Confidential Salary Schedule #202/Row 9

(Longevity Steps 10, 15, & 20 Years)

9	3,856.000	4,046.000	4,245.000	4,454.000	4,675.000	4,790.000	4,908.000	5,030.000
---	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------