

PERSONNEL ASSISTANT

DEFINITION

Under general supervision, to perform a variety of specialized personnel 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.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides information on personnel policies, procedures, and recruitment and selection process.
2. Establishes, maintains, and audits personnel records and files to ensure compliance with policies.
3. Maintains an automated data base of personnel records, including employee demographics and assignment details.
4. Assists in the preparation of employment announcements.
5. Reviews employment applications for completeness and compliance within established selection requirements.
6. Assists with credential renewal and registration.
7. Uses a personal computer in the preparation of correspondence, bulletins, employment activity listings, logging applications and a variety of other documents.
8. Operates and provides training on use of an automated substitute system.
9. Coordinates certificated substitute coverage with school site personnel.
10. Monitors substitute evaluations, contacting administrators and informing supervisors when necessary.
11. Verifies long term substitute credentials for compliance with assignment.
12. Compiles information and prepares a substitute handbook.
13. Prepares and processes employment and change of status requisitions.
14. Processes new employees including substitutes and walk-on coaches.
15. Processes and monitors unemployment claims.
16. Schedules employment interviews and organizes interview materials.
17. Sorts and distributes mail.
18. Receives employment applications and maintains application files.
19. Compiles reports either manually or from the computer.
20. Prepares activity lists for Board meetings.
21. Monitors probationary periods and performance evaluation due dates.
22. Processes classified salary and longevity increments.
23. Schedules classified new employee orientation.
24. Serves as receptionist, greeting applicants and providing information and assistance on employment vacancies.
25. Performs general clerical functions including filing, copying, data entry, checking and recording information.
26. Prepares letters to applicants.
27. Proctors written employment examinations.
28. Copies and distributes job announcements.
29. Maintains TB list and INS authorization expiration.
30. Maintains physical and drug test verification; submit to accounting as required.
31. Maintains Job Line and on line recruitment postings.
32. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of a personnel office; modern office procedures, methods and practices including receptionist and telephone techniques; methods and techniques of public relations; principles and practices of personnel record keeping; correct English usage, punctuation, spelling and grammar; standard office machines, including personal computers and supporting software applications, data base management and word processing; automated and manual record management, storage and retrieval systems.

Ability to:

Interpret and apply technical personnel operational procedures, policies and legal provisions; use independent judgment and initiative; understand instructions and questions and provide information in an understandable manner; deal pleasantly, tactfully, and courteously with the public; maintain the security of sensitive, confidential, and privileged information; operate standard office equipment including typewriters, computers, and calculators; type or enter data at a speed necessary for successful job performance; prepare various correspondence, letters and reports; have an understanding and appreciation of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and three years clerical/general office experience including one year of experience in a personnel office.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.