



## **JOB DESCRIPTION**

### **Secretary to Executive Director for Human Resources**

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The Secretary to Executive Director of Human Resources under the direct supervision of the Executive Director of Human Resources, organizes and manages the routine work activities of the department, and provides clerical services and support to the Executive Director and other staff members.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Two years of college preferred
- Three years secretarial experience, preferably in a public education environment

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Proficient skills in keyboarding, word processing, and file maintenance
- Effective communication and interpersonal skills
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing
- Ability to work well and in a positive manner with employees and the public
- Strong organizational skills

#### **DUTIES AND RESPONSIBILITIES:**

1. Respects the confidentiality of the position.
2. Types correspondence, reports, memorandums, and other data. Develops forms and brochures as needed.
3. Maintains appointment calendar for Executive Director of Human Resources.
4. Responds to inquires from employment verification of all active and resigned personnel.
5. Places, receives and screens all telephone calls and records messages for Executive Director for Human Resources.
6. Operates necessary machines for word processing, data entry operations and publishing.
7. Types, compiles, edits, and distributes all handbooks related to district personnel functions.
8. Assists in coordinating and organizing district-wide recognition activities.
9. Maintains inventory, orders all supplies and equipment for departmental use.
10. Assists in the preparation and maintenance of the annual budget for the Human Resources Department.
11. Pays all the HR bills and processes requisitions.
12. Supervises VOE students and temporary employees.
13. Serves as public relations liaison for the Executive Director.
14. Publishes Human Resources newsletter once a semester.
15. Prepares information from Human Resources to the Superintendent's Office for Board Books and general Board meeting preparation.
16. Prepares information for administrator interviews as instructed by the Executive Director of Human Resources.
17. Assists in budget projections for employee salaries during the annual budget process.
18. Attends workshops and training as needed.
19. Coordinates advertising with area and national publications for the purpose of recruiting and

retaining employees.

20. Coordinates travel arrangements for Executive Director of Human Resources including but not limited to flights, conference registrations, etc.
21. Compiles information for annual Compensation Plan; Employee Handbook and Personnel Directory and distributes to administrators as appropriate.
22. Maintains the Human Resources portion of the District website with accurate and current information and events.
23. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate effectively (verbal and written), concentrate, reason, understand verbal instructions, analyze, differentiate, read, coordinate, interpret, compile, compute, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds), sit, walk short distances, climb step ladder, stoop, kneel, pull, push, reach, perform repetitive hand motions, hear, speak, maintain visual acuity, occasional travel in district, work with noises and frequent interruptions, prolonged or irregular hours or unusual fatigue factors during peak periods.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic Office equipment

**Paraprofessional Pay Grade: 9**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: September 19, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*