



JOB DESCRIPTION

Secretary to the Human Resources Director for Auxiliary/Classified Personnel

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The Secretary to the Human Resources Director for Auxiliary/Classified Personnel under the general direction of the Executive Director for Human Resources and the immediate direction of the Human Resources Director for Auxiliary/Classified Personnel assists the Director in the preparation and management of auxiliary personnel and performs clerical and secretarial functions related to the Department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three years job experience as a secretary or graduation from a recognized school of secretarial skills

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to meet established deadlines
- Effective communication and interpersonal skills
- Proficiency in typing, keyboarding, and file maintenance
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Knowledge of basic accounting principles

DUTIES AND RESPONSIBILITIES:

1. Respects the confidentiality of the position.
2. Performs secretarial/clerical functions as assigned.
3. Answers telephone questions from staff and the public.
4. Performs initial entries and maintenance of auxiliary employee information into the Pentamation system.
5. Is responsible for collection of required documents and compliance verification for auxiliary employee files.
6. Is responsible for the processing of newly hired employees with no benefits.
7. Processes and calculates salary worksheets for the manual trades new hire employees.
8. Completes service record requests for auxiliary employees.
9. Assists in scheduling appointments for Director.
10. Creates and maintains vacancy list of auxiliary personnel.
11. Requests, tracks and maintains fingerprint verification for compliance with Senate Bill 9.
12. Creates and maintains spreadsheets to notify benefits department of new hire employees for weekly orientation.
13. Distributes and tracks Letters of Reasonable Assurance and Evaluation forms.
14. Maintains the Auxiliary salary workbook information.
15. Cross trains with the Human Resources Applications Clerk/Technician for Auxiliary Staff and is the backup for running auxiliary police clearances, TABE and skills testing.
16. Completes TRS 22S forms for active and inactive substitutes, for verification of employment.
17. Completes requests for educational aide verifications.

18. 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 (verbally and written), concentrate, reason, understand verbal instructions, differentiate, read, coordinate, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), reach, perform repetitive hand motions, hear and speak and possess visual acuity.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic Office equipment

Paraprofessional Pay Grade: 6

Days: 226

Wage/Hour Status: Nonexempt

Updated: November 6, 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.