

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Office Assistant, Human Resource Services	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9820	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 46 Salary Schedule F
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	1-14-2022
		CABINET APPROVAL:	1-14-2022

BASIC FUNCTION:

Perform advanced-level secretarial duties in support of Human Resource Services requiring independent judgment and analysis; plan, organize, and coordinate operating procedures, communications, and administrative support functions in the maintenance of applicant records, electronic document imaging, applicant track system, paperless electronic filing, employment tracking system, provide specialized information and assistance in person and on the telephone to district personnel, staff, and job applicants; perform a variety of clerical and confidential duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Perform diverse and technical personnel duties in the maintenance of employee and applicant records, electronic document imaging, applicant tracking system, paperless electronic filing. **E**

Gather, organize and prepare confidential subpoena records, request for information, employee relation records. **E**

Provide specialized information and assistance in person and on the telephone to district personnel, staff, and job applicants; perform a variety of clerical duties in support of Human Resource Services. **E**

Prepare and store documents using modern office equipment and technology including computers, scanners, copiers, and electronic storage devices; understand indexing parameters and procedures. **E**

Gather, organize, and prepare confidential documents for electronic document imaging, and electronically scan and maintain document files. **E**

Access the paperless electronic applicant tracking system to determine applicant status; provide information to applicants on system use. **E**

Utilize the district's personnel system to update employee records, as directed. **E**

Provide information and assistance to district personnel, staff, and the public regarding a variety of personnel matters, including the recruitment of applicants for advertised vacancies. **E**

Perform advanced-level secretarial duties in support of Human Resource Services Office requiring independent judgment and analysis; plan, organize, and coordinate operating procedures, communications, and administrative support functions to relieve administrator from routine clerical duties. **E**

Work independently on assigned projects, including research, documentation, development, coordination, and decision making to complete assigned project. **E**

Develop and maintain a variety of logs, records, and confidential files related to employment matters, subpoenas, complaints, lawsuits; compile information, and prepare summaries, charts, matrixes, spreadsheets, and reports. **E**

Collect and assemble confidential and/or legal information, including evaluations, disciplinary matters involving personnel, and other sensitive issues relating to personnel. **E**

Assist in the district's recruitment effort to hire the most qualified candidates. **E**

Prepare, type, update, and maintain a variety of materials related to assigned activities; assure completeness and accuracy of materials. **E**

Receive, screen, and route telephone calls and assist visitors; provide detailed information concerning policies and procedures and answer questions, refer to appropriate staff members. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, queries, lists, and summaries from computer database; operate a variety of office machines and equipment. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications within a 24-hour period. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and four years' responsible clerical experience in a human resource office environment or related fields.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide personal automobile. Overall scores in computer software QWIZ testing program required as follows:

Keyboarding.. 55 Correct WPM
Excel..... 80% Overall Score
Word..... 80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Personnel office functions, practices, and procedures.
- Operation of a computer terminal and data entry techniques.
- Paperless electronic filing and applicant tracking systems.
- Technical aspects of field of specialty.
- Personal computer hardware and software, including DOS and Windows.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct oral and written usage of English, grammar, spelling, and punctuation.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.

ABILITY TO:

- Coordinate and perform the basic function of the position.
- Perform routine, diverse clerical and technical personnel duties.
- Maintain the security of confidential materials.
- Apply personnel rules and related procedures.
- Operate a computer terminal to enter data, maintain records, and generate reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions. Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment
- Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; subject to constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; seeing to read documents, and view computer monitors; sitting or

standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.

NOTE: This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.