

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

Administrative Secretary - Personnel

CLASS DEFINITION

Under general direction and supervision performs clerical duties related to district staff and certificated and classified regular and substitute programs; prepares and maintains a variety of personnel files and reports; frequent public contact involved; performs other related work as required. Serves as a confidential employee as defined by SB 160 (Rodda).

QUALIFICATIONS

Experience: Five years of successful full-time paid secretarial experience of an increasingly responsible nature, or at least three years of successful full-time paid secretarial experience in a school district personnel office.

Education: High School graduation or equivalent; college training desirable.

Skills: Knowledge of modern office practices, procedures and equipment; record keeping techniques; English usage, punctuation, spelling and grammar; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette; operation of a computer terminal. Ability to learn and understand district policies and procedures pertaining to personnel; make arithmetic calculations quickly and accurately; understand and follow oral and written directions; work cooperatively with others; establish and maintain effective working relationships with others; meet schedules and timelines; work confidentially with discretion; complete work with many interruptions; communicate effectively both orally and in writing; read and follow applicable sections of state and federal laws, codes and regulations; type 50 words a minute; must be able to pass District Clerical Test or provide documented evidence of acceptable proficiency.

SUPERVISION FROM

Personnel Services Administrator

SUPERVISION OVER

Such personnel as the Personnel Services Administrator may assign either temporarily or regularly.

EXAMPLES OF DUTIES

1. Responsible for orderly and systematic maintenance of all employee records and files.
2. Provide information and assistance in person or by telephone to school district personnel, staff and the public regarding a variety of personnel matters.
3. Develops and maintains a system for personnel records for all school employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment transfer, tenure, retirement, leave, promotion, etc.
4. Assists in processing confidential papers regarding recommendations for termination of employees, and arranging any necessary conferences and hearings.
5. Maintains confidential files relative to complaints about employees.
6. Advises district personnel on retirement procedures as appropriate.

7. Assists in orientation program for new employees.
8. May assist employees in the completion and submission of credential applications/renewals.
9. Prepares, types and distributes correspondence, records and other related personnel reports.
10. Maintains a variety of files.
11. Processes applications, forms and requests for information according to established procedures.
12. Attends meetings as assigned by the Assistant Superintendent.
13. Assists in the development and maintenance of a variety of lists for classified personnel including substitutes.
14. Verifies employment for current and former employees per district policy.
15. Assists in employee recognition program.
16. As a district confidential employee assists in the preparation of preliminary and final drafts of district classified negotiation proposals and contracts.
17. Responsible for maintaining an up-to-date application file of prospective candidates for all teaching, administrative, classified and supervisory positions.
18. Assists in the preliminary screening and processing applications of candidates.
19. Supervises the interviewing and selection of qualified classified candidates.
20. Coordinates the annual evaluation schedule of all classified personnel
21. Assists in the development of personnel handbooks for district employees.
22. Assists in coordinating the student teacher placement program with colleges and universities.
23. Assists the Personnel Services Administrators with personnel recommendations for submission to the Board.
24. Meets with members of management to determine procedures to accomplish personnel functions as required by law and District necessity
25. Participates as a recorder in all classified contract negotiation proceedings.
26. Prepares preliminary and final drafts of district classified negotiation proposals and contracts.
27. In the absence of Personnel Services Administrators, to serve on his/her behalf in an effective manner.
28. Be highly visible to all District staff.

TERMS OF EMPLOYMENT

Work Year:	225 days
Work Day:	Eight hours exclusive of a lunch period
Salary Range:	Proper placement on Classified Confidential Salary Schedule