

Position Description

Human Resources Assistant

POSITION SUMMARY:

A Human Resources Assistant is frequently the first contact person a visitor sees upon entrance to the department, or the initial individual answering a telephone call. This position is responsible for greeting guests cordially, making them feel welcome in the district and ensuring that their needs are met, either by themselves or by referring them to someone more qualified to respond to their concerns and/or questions. He/she will at all times present an exemplary customer service attitude to represent an appropriate District image.

MAJOR RESPONSIBILITIES:

- Greet staff, parents, community members, and other visitors upon their entrance to the department. Provide assistance and information relating to job postings, application procedures and other human resources inquiries. Also answer incoming telephone calls, provide accurate information, direct calls to others, and take messages.
- Review incoming employment applications for completeness, and correspond with applicants if additional information is required.
- Manage departmental databases, including, but not limited to, applicant tracking, emergency information, immunization records, etc.
- Provide secretarial services to department administrators including, but not limited to, word processing routine correspondence, confidential evaluations, and screening and handling incoming telephone calls.
- Retrieve and process requests for applications and job considerations from the Website.

OTHER RESPONSIBILITIES:

- Process and distribute department mail.
- Prepare materials as needed for job fairs, recruitment trips, etc.
- Assist with new employee orientation as needed.
- Assist other secretarial staff with tasks such as word processing and filing.

The preceding list of responsibilities is not exhaustive and may be supplemented as necessary.

REQUIRED QUALIFICATIONS:

Education and Experience

High school diploma or equivalent

One (1) year of secretarial and/or administrative experience

ADDITIONAL REQUIREMENTS:

Work scheduled hours on a consistent basis

PREFERRED QUALIFICATIONS:

Previous Human Resources experience

CONDITION OF EMPLOYMENT:

Criminal background clearance

Valid Washington State Driver's License

KNOWLEDGE OF:

School board policies and procedures

Microsoft Word and Excel

Database Management

The District's Integrated Accounting System

The District's current online application software

ABILITY TO:

Organize and perform job responsibilities efficiently and independently without close supervision and able to pay strict attention to detail

Speak, read and follow written or verbal communications

Practice effective safety and security within individual work routines

Develop and maintain positive customer relations with staff, students, parents, and service providers

Work collaboratively with District staff and promote teamwork with co-workers

JOB DESCRIPTION: Human Resources Assistant

Practice ethical and professional standards of conduct including the requirements of confidentiality
Relate effectively with parents, staff, students and the public in a multicultural and multiracial community
Gain proficiency with the District's Integrated Accounting System
Gain proficiency with the District's online application software
Gain proficiency with Microsoft Word and Microsoft Excel
Demonstrate proficiency using an e-mail system and willingness and ability to reach a high level of proficiency with the District's current e-mail system
Exhibit proper phone etiquette
Remain flexible; able to cope with frequent interruptions and shift priorities to meet required deadlines
Operate a variety of modern office equipment including microcomputers and related software
Abide by Federal Way Public Schools' Policies and Procedures
Perform job responsibilities with or without reasonable accommodations

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES RELATED TO CULTURAL COMPETENCE AND EQUITY:

Knowledge/awareness of own cultural identity and how this influences behavior, and desire to learn about the cultural identity of others.

Ability to establish and nurture an environment that promotes cultural competence and equitable treatment of staff, students, and patrons of the District.

Ability to understand and hold self and others accountable for promoting the Federal Way Public Schools' commitment to "All Means All".

Ability to recognize that each person is a unique individual even as we celebrate their group cultural heritage.

PHYSICAL DEMANDS: The physical demands described here 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 functions.

While performing the duties of this job, the employee will regularly stand and walk, bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee may occasionally be required to squat, kneel, and use hands for fine manipulation. The employee will constantly be required to sit for extended periods of time and use a computer screen and keyboard, and occasionally be required to climb stairs/ladder, lift and reach overhead, crawl, and lift/carry. The employee must constantly lift/carry up to 5 pounds and must frequently lift /carry up to 10 pounds. The employee will occasionally lift/carry a maximum of 20 lbs. The employee is occasionally required to push/pull a maximum weight of 100 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. The position constantly deals with frequent interruptions, demanding deadlines, and occasionally deals with angry and distraught employees, students and community members.

WORK SCHEDULE

This position typically works 8 hours per day, Monday through Friday, 260 days per year.

REPORTING RELATIONSHIP

This position reports to, and is evaluated by the Human Resources Director, or designee. This position may also receive some direction from other Human Resources administrators.

REPRESENTATION

Federal Way Education Association – Education Support Professionals (FWEA-ESP)

LEVEL OF COMPENSATION

Level 3 on the FWEA-ESP salary schedule.

CLASSIFICATION HISTORY

Update 07/2015

DISCLAIMER

The preceding list is not exhaustive and may be supplemented as necessary. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility and the level of knowledge and skills typically required, but should not be considered an all-inclusive listing of work requirements, skills or duties so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.

JOB DESCRIPTION: Human Resources Assistant

All employment open positions are made available on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or veteran status.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*