

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

ADMINISTRATIVE SECRETARY, HUMAN RESOURCES

Purpose of the Job

Provides departmental reception and confidential secretarial support to the Director; and performs clerical duties in support of the recruitment and selection of staff and other department functions.

Essential Job Functions

1. Greets visitors and callers; answers questions as knowledge permits; assists or refers visitors and callers; takes messages.
2. Processes incoming mail and other materials; prioritizes materials for action; distributes outgoing mail.
3. Schedules appointments; schedules and sets-up meetings, including serving beverages; provides necessary materials for scheduled meetings as assigned; makes travel arrangements.
4. Drafts routine memoranda/correspondence; proofreads, edits, and keyboards memoranda, correspondence, reports, proposals, job descriptions, and other documents.
5. Copies, distributes, and files documents and records.
6. Compiles new hire information and prepares personnel recommendation documents for director's signature and board approval; submits to superintendent's office.
7. Posts vacancies and recruitment information on the district website and as assigned; posts vacancies in compliance with hiring authorizations and contract language; distributes job postings as assigned.
8. Prepares application, vacancy, and job fair materials; ensures materials are available for visitors; sends materials to applicants as requested.
9. Assembles applicant files; enters and maintains database of applicants for retrieval and review; prepares application files for administrator review.
10. Updates the District's Human Resources webpage as assigned.
11. Prepares materials for new employee orientation sessions, staff development, and other employee communications, as assigned.
12. Maintains database and files for certificated and classified substitute employees.
13. Orders department supplies, materials, and equipment; ensures requisitions are appropriately authorized; inputs requisitions into WSIPC and monitors payments.
14. Monitors the department budget and tracks expenditures.
15. Schedules employees for fingerprinting and badging appointments.
16. Performs research for the Director; assists with special projects and performs related duties as assigned.

Minimum Qualifications

Education & Experience

(Alternative combinations of education and experience will be evaluated for comparability.)

1. High school graduation or equivalent.
2. Four years of progressively responsible secretarial or clerical experience to include two years of school district or human resources experience. (Equivalent combinations of education and experience will be evaluated).

Knowledge Skills & Abilities

1. Knowledge of school district operations.
2. Knowledge of grammar, spelling, punctuation, and composition.
3. Knowledge of human resources operations.
4. Proficiency with all Microsoft Office applications (Word, Excel, Access, PowerPoint, Publisher).
5. Skill in providing professional customer service.
6. Skill in communicating effectively and diplomatically orally and in writing.
7. Skill in formatting and drafting correspondence, forms, reports, and proposals.
8. Ability to accurately proofread materials.
9. Ability to work under pressure and meet deadlines.
10. Ability to organize, prioritize and multi-task.
11. Ability to take initiative and work with minimal supervision.
12. Ability to maintain and preserve strict confidentiality.
13. Ability to perform accurate mathematical calculations.

Licenses, Certificates & Special Requirements:

None

Reporting Relationship

Reports to the Director of Human Resources.

Conditions of work

Office environment; exposed to video display; confined to work station for prolonged periods; experiences prolonged visual concentration; experiences frequent interruptions; exposed to highly confidential information. Required to deal with angry and distraught people.

Union Affiliation:

Non-Bargained

FLSA Status:

Non-exempt

Salary:

Non-Bargained

Job #

Non-Bargained #13

Job History:

Created 3-31-99; Revised 05-12-04

Immediate Supervisor

Date

Director of Human Resources Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice