

MABANK ISD

Job Title: Administrative Assistant – Human Resources **Exemption Status/Test:** Nonexempt
Reports to: Director of Human Resources **Date Revised:** 10/09/19
Dept./School: Human Resources **Days:** 226

Primary Purpose:

Under moderate supervision organize and manage the routine work activities of the HR department office and provide clerical support to the director of human resources and other staff members.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient skills in keyboarding, data entry, word processing, and file maintenance
Ability to use software to develop spreadsheets and databases and do word processing
Ability to prioritize workflow to address the multiple needs of the supervisor or the department
Ability to multi-task numerous complex administrative activities
Basic math skills
Effective organizational, communication, and interpersonal skills

Experience:

Three years secretarial experience

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, manuals, schedules, and reports for the director of human resources and other department staff members.
2. Prepare recruitment and new-hire packets.
3. Process and receive criminal history record information, references, and other application materials.
4. Assist with maintenance of information in employee database.
5. Prepare and distribute employment contracts.
6. Compile, maintain, and file all reports, records, and other documents as required including preparing various federal, state, and local reports.

Accounting

7. Perform routine bookkeeping for the department and assist with the preparation of the human resource department budget.

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8. Monitor and process employee time records, including leave requests and reports.

Other

9. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
10. Greet visitors and assist employees and applicants with completing applications and required paperwork.
11. Maintain a schedule of appointments and assist with scheduling interviews and meetings.
12. Make meeting arrangement for department activities including preparing materials, scheduling and setting up facilities, and arranging equipment.
13. Make travel arrangements for department.
14. Receive, sort, and distribute mail and other documents to department staff.
15. Maintain confidentiality of information.
16. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (under 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____