



HUMAN RESOURCES SECRETARY

Purpose Statement

The job of the Human Resources Secretary was established for the purpose(s) of providing support to the delivery of human resource services with specific responsibility for supporting department staff; providing information to applicants and employees; maintaining clerical and financial records; and completing assigned projects and tasks.

This job reports to the Assistant Director of Human Resources.

Essential Functions

- Administers pre-employment proficiency tests for the purpose of ensuring eligibility for employment.
- Answers the telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists with employment process (e.g. callbacks, scheduling interviews, entering information into computer, maintaining current applications, assisting with applicant searches, notification, career fairs, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Assists with new employee information for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.
- Attends meetings, workshops, and seminars for the purpose of gathering information required to perform functions.
- Compiles data from a variety of sources (e.g. applicants, employees, outside agencies, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Greets individuals entering the central office (e.g. visitors, staff, parents, applicants, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location.
- Assists customers and employees with a variety of employment files and records (e.g. applicants, test scores, volunteer tracking, highly qualified, job descriptions, etc.) for the purpose of compiling pertinent employee information, ensuring accuracy of employee's records, maintaining eligibility for position, and complying with mandated requirements.
- Maintains an inventory of items (e.g. handbooks, applications, personnel forms, etc.) for the purpose of documenting and/or providing reliable information.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, filing, collating, data entry, calculating, verifying, etc.) for the purpose of supporting department staff.
- Prepares a variety of reports and related documents (e.g. classified and certificated reports, purchase orders, supply requisitions, recruitment packages, Human Resources newsletter, etc.) for the purpose of providing documentation and information.
- Processes documents and materials (e.g. applications, photographs of employees and identification cards, fingerprinting, employment verification, etc.) for developing and disseminating information for appropriate parties.
- Receives items within the office (e.g. mail, messages, application packets, packages, supplies, etc.) for the purpose of ensuring receipt and delivery to addressee.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information and/or providing direction.
- Supports assigned administrative and office personnel for the purpose of helping with their functions.



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Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: effective communication; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; office equipment/software; and English grammar, punctuation, and spelling.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: flexibility; establishing and maintaining effective working relationships; meeting deadlines and schedules; working with frequent interruptions; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures.

Working Environment

The usual and customary methods of performing the job's functions required the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing.



EXPERIENCE: Job related experience is preferred.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None

REQUIRED TESTING:

CERTIFICATES & LICENSES:
None Specified

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified