



Hillsborough City School District

Administrative Assistant III to Human Resources & Registrar

Job Description

Classification	Classified	Work Year:	260
Reports To:	Director of Human Resources	Salary Range:	\$32.02 - \$38.92

PRIMARY FUNCTION: Under the supervision of the Director of Human Resources, the administrative assistant performs varied and responsible secretarial and administrative assistant duties; coordinates and schedules meetings; prepares and maintains a variety of records and reports related to assigned activities. Performs a variety of complex administrative duties in support of the day to day operations relating to the Human Resources department, some of which involves confidential information; maintains comprehensive working knowledge of technical subject matter and function of Human Resources including teacher credentialing in accordance with the Commission of Teacher Credentialing (CTC), Target Solutions (online employee training), Workers Compensation, and Frontline Management and EPICS systems; use of initiative, problem solving skills and independent judgment in the interpretation and application of established policies and procedures.

ESSENTIAL FUNCTIONS:

Administrative Duties

- Supports the Director of Human Resources by managing calendars and communications with other parties and transmits confidential information;
- Serves as the first point of contact to greet visitors to the District Office, determines nature of business, and directs to appropriate individual or location;
- Performs secretarial duties including, but not limited to, purchase orders and other related clerical and accounting duties:
 - Processes outgoing mail in addition to intra-district mail, FedEx, UPS; sorts and distributes incoming mail, FedEx, UPS; assists with various mailings throughout the school year; maintains office postage meter;
 - Maintains all office machines and equipment and replacement parts (copiers, networked printers, fax, etc.);
 - Orders and maintains inventory of office supplies for the District Office;
 - Secures building at the end of the day - all doors locked, lights off, windows closed;
- Provides general support to the District Office;
- Other duties as assigned;

Human Resources

- Participates in the day-to-day operations of the District's Human Resources systems, such as EPICS: enters, maintains, monitors, and audits Human Resources data; Frontline Absences Management: serves as lead administrative assistant to site administrative assistants to enter absences when needed, run absences reports, coordinate substitutes for sites;

- Assists Director of Human Resources in preparation for interviewing and hiring: preparation of materials, scheduling, employee onboarding hiring paperwork;
- Receives and responds to inquiries from job applicants;
- Maintains and monitors personnel records as to annual assignments, payroll, credentials in accordance with CTC regulations, TB testing, coursework/ transcripts, anniversary increases, seniority lists, and years of service lists;
- Participates in periodic internal audits of Human Resources data and record keeping;
- Coordinates and works collaboratively with Payroll Department on EPICS Position Control and Frontline Absence Management;
- Assists personnel and applicants in preparing applications for CTC;
- Assists in the monitoring of state mandated training for all employees through Target Solutions;
- Monitors and enters data pertaining to certificated staff professional growth through Frontline Professional Learning Management;
- Monitors Department of Justice reports to ensure personnel maintain background clearance;
- Confirms verification of employment with former and current personnel
- Serves as a proctor for hiring assessments and inform hiring committee of eligible candidates;

Registrar

- Leads K-8 new student registration
 - Collects immunization records to send to site administrative assistants
 - Works with Data Systems Specialist in enrollment of new students;
- Processes valid Intra/Inter District Transfer Enrollment Requests;
- Processes Co-Residency Enrollment Requests and verify database annually
- Gathers, inputs, updates and formats data for enrollment, intradistrict transfers, interdistrict transfers, and other purposes;

Business Office

- Tracks Senior Tax Exemption
- Assists the Business Office in various tasks, including the assigning of developer fees when other staff members are not available

QUALIFICATIONS:

- Two years of college or equivalent and/or experience (minimum of two years secretarial related duties)
- Knowledge and ability to operate office machines, fax, copier, postage meter, etc.
- Computer competency, ability to operate computer and demonstrate knowledge of software programs (word processing, spreadsheets, web publishing tools, databases, etc)
- Ability to organize time and materials and work independently, demonstrating ability to perform in situations requiring specialized knowledge using tact, courtesy and good judgment
- Strong oral and written communication skills
- Ability to learn new systems and procedures efficiently and accurately
- Ability to maintain cooperative working relationships with administrators, staff, parents, Board of Trustees members, and community partners

DESIRED CHARACTERISTICS:

- Updates knowledge and skills to stay current with new technology developments
- Knowledge of Human Resources regulations and compliance services
- Working knowledge of San Mateo County Office of Education financial systems
- Modern office methods, procedures, and current technological office systems
- Self-advocacy towards keeping current on Human Resources policies and laws, desire to learn and grow and seek out professional development opportunities
- Work efficiently with frequent interruptions

KNOWLEDGE OF:

- Operating Systems: Windows
- Applications: MS Office, PowerSchool , CalPADS, Google Apps for Education
- Troubleshooting strategies and resources
- Applicable laws, codes, regulations, and policies, including security of data
- Basic principles and operation of databases and various software packages

PHYSICAL DEMANDS

The tasks related to this job requires continuous sitting or standing for long periods of time preparing reports, talking on the telephone, filing and preparing forms. Some time is spent walking, standing, lifting to 10 pounds and stretching or reaching. Eye/hand coordination is essential. Finger/wrist dexterity is needed for computing.

HEARING, VISION, SPEECH and PROCESSING

Close proximity hearing and clarity of vision near and far with various distance focus/refocus abilities are necessary for these tasks. This job requires a very articulate communicator, as many of the tasks involve direct conversation with co-workers, staff members and the public. The administrative assistant must read and write with speed and accuracy. They must comprehend visual and auditory input given by others. Short and long term memory recall ability is required in all tasks. This person must be tactful and efficient with all whom they interact with.

HUMAN RELATIONS CHARACTERISTICS

Interactions with others are constant, both in person and on the telephone, so this person must be tactful, courteous and professional. There are also tasks calling for independent work skills. Decision-making and problem-solving skills are continually engaged. The ability to work with vendors, consultants, and internal/external tech support, as needed.

ENVIRONMENTAL CONDITIONS

Indoor jobs like this do not subject workers to any extreme climatic conditions. The noise level is moderate. No vibrations, hazards, or atmospheric pollutants are present.

TEMPERAMENTS

*Reasonable accommodations may be made to enable individuals with disabilities to perform the above stated essential functions.