

**HILLSBORO SCHOOL DISTRICT
JOB DESCRIPTION
Applications Secretary**

IMMEDIATE SUPERVISOR Human Resources Administrator

GENERAL DUTIES

Provide support for the Human Resources Department in the hiring of all employees. Organize and prioritize the Applications Office workflow. Utilize an electronic application system to post vacant positions and receive submitted applications. Communicate regularly with District administrators, classified and licensed personnel, and prospective employees via electronic communication, telephone, and face-to-face conversations. Process hiring paperwork and assist with onboarding for all new employees.

ESSENTIAL REQUIREMENTS

- A. Minimum of a high school diploma or its equivalent
- B. Have or be willing to obtain Notary Public certification
- C. Successful secretarial work experience
- D. Excellent oral and written communication skills
- E. Demonstrate computer skills including word processing, spreadsheets, data bases, electronic communications, and other pertinent applications
- F. Demonstrate ability to work within time constraints
- G. Ability to interact in a positive and professional manner with the public and co-workers
- H. Ability to take initiative and work independently
- I. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- J. The ability to maintain effective, positive relationships with students, fellow employees and the general public
- K. Ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Post all vacancies electronically, as requested by supervisor
- B. Screen applications; prepare and maintain electronic files of all applicants for each advertised position; utilize electronic systems to track employment data
- C. Respond to all oral, written and electronic communication regarding posted positions
- D. Provide assistance to job applicants, guiding them through the electronic application process
- E. Verify completion of required paperwork for new employees, including fingerprinting, I-9, W-4, PERS, drug screening, and other related requirements
- F. Assist with the onboarding of new hires.
- G. Communicate with administrators and supervisors regarding applicants
- H. Maintain District job descriptions

- I. Provide hiring data and reports to various stakeholders
- J. Oversee and provide training on the District's electronic application system
- K. Provide coverage for the District receptionist
- L. Provide backup support for Human Resources functions
- M. Organize, prioritize and coordinate the workflow of the Applications Office
- N. Place job vacancy advertisements in publications
- O. Serve as Notary for Human Resources and other District matters
- P. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)

Employee Name (print)

Date

Employee Signature

Date

Pay Grade: Department Support E
Last Revised: June 2015