

ADMINISTRATIVE ASSISTANT/HR
Position Description #44

Basic Function

Under general direction of the Director of Human Resources, provides administrative support for human resource and payroll functions and assigned administrative areas within the District.

Primary Duties and Responsibilities

- 1) Perform miscellaneous administrative tasks as needed in the human resources area such as fielding employee questions regarding benefits and other HR matters, preparing birthday cards, preparing travel arrangements, special research projects and other related tasks.
- 2) Perform miscellaneous administrative tasks as needed in the payroll area including complete processing of bi-weekly payroll, as well as recording time taken, tracking and balancing accruals, fielding employee questions, preparing various payroll reports, completing special projects and tasks.
- 3) Ability to prepare written articles and projects in a clear and easy to read format, including newsletter articles and assist in proof reading prepared documents.
- 4) Ability to prepare miscellaneous required reports, utilizing Excel as needed.
- 5) Perform miscellaneous administrative tasks for specified management executives such as preparation of monthly board folders, letters, and reports.
- 6) Order, organize and assist in dispensing District office supplies.
- 7) Receive and dispense District mail.
- 8) Assign and complete purchase orders and numbers and related tasks.
- 9) Perform other related special projects and assignments as directed by Director of Human Resources.

Knowledge, Education and Skill Requirements

Requires graduation from high school or possession of an acceptable equivalency diploma and general knowledge of human resources functions. Must exercise tact and diplomacy when dealing with all levels of co-workers and the public. Must be proficient in Microsoft Word and Excel. Requires sufficient training, experience and education to perform general to advanced administrative functions and complete tasks with minimal follow-up. Must be able to set the example in abiding by company policies and procedures, including modeling a positive attitude.

Other Significant Facts

Confidentiality: Absolute confidentiality is required in day to day work. Must be willing to sign a Confidentiality Agreement.

Working conditions: Generally works inside in normal office environment. May be assigned to complete mail runs off property.

Drug/alcohol testing: Employees in this position are required to undergo testing for alcohol and illegal drugs.

This position description should not be construed to imply that these are the exclusive duties of this position. Employees may be required to follow any other instructions, and to perform other related duties, that may be required by their supervisor.

Employee Signature

Date

05/15