

**Central Valley School District
Job Description #811**

TITLE **Secretary-Human Resources – Certificated Support**

GENERAL SUMMARY

This position supports the functions of the certificated personnel specialist, including preparing, maintaining, and internal auditing of certificated personnel files; inputting and maintaining certificated personnel data.

ESSENTIAL JOB FUNCTIONS

The Secretary for Certificated Support may perform all or a combination of the following:

1. Assists in preparing and maintaining all files and records for Central Valley School District certificated employees, including, but not limited to, individual personnel files, contracts, medical files, new hires, terminations, leaves of absence.
2. Assists in maintaining all certificated personnel records using the Reflections software program and working with the certificated personnel specialist to meet scheduled deadlines.
3. Assists certificated staff with medical leaves, credits and clock hours and certification.
4. Inputs clock hour/credit data for certificated personnel.
5. Under the guidance of the certificated personnel specialist, sets up and maintains a system for internal auditing of certificated personnel files.
6. Responds to and completes all work experience verifications for certificated personnel.
7. Assists department with a variety of clerical/secretarial functions as needed.
8. Assists with a variety of Human Resource functions.
9. Provides coverage of the Receptionist desk as scheduled.
10. Performs related duties as assigned.

OTHER FUNCTIONS

May be trained as back-up for the SEMS system secretary.

REPORTING RELATIONSHIPS

This position reports to the Director of Human Resources.

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; may occasionally deal with distraught or difficult individuals.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer.

QUALIFICATIONS

Education and Experience

High school diploma or equivalent required. Two years of increasingly responsible office experience and data input experience required. School district experience preferred.

Allowable substitutions

Secretarial training may substitute for up to one year of the experience requirement.

Required Knowledge, Skills, and Abilities

Data entry experience.

Experience with a variety of software programs, including Excel and Word.

Knowledge of the Reflections software desired, but not required.

Demonstrated keyboarding proficiency.

Excellent oral and written communication skills.

Demonstrated ability to operate a ten-key calculator by touch.

Excellent math skills.

Filing skills.

Ability to organize and maintain systems.

Experience in handling confidential information.

Demonstrated ability to work as part of a team.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Job description developed September 2001

Revised 4/15/03

Revised 05/08

Revised 07/10