



Columbia County School District Job Description

Position Title: Human Resources Assistant-Secretary/Receptionist		
Department: Human Resources	Evaluation Instrument: Performance will be evaluated by the Chief Human Resources Officer according to Policy GBI – Evaluation of Personnel	
Pay Grade: General Services Salary Schedule, Grade I	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Human Resources Officer		

MINIMUM QUALIFICATIONS

High school education required; college/business/technical school with secretarial experience, preferred. Proficient computer/keyboarding skills with experience in Microsoft Word software package; organizational skills necessary to function occasionally in high demand situations; must possess excellent verbal and written skills, ability to interpret written materials and communicate; self-disciplined and organized, skilled in filing and record-keeping. At least two-years of secretarial experience required, three to five, preferred.

GOAL

Provides positive and welcoming first impression to all department and organizational visitors or employees either by greeting them in person, telephone or through any other electronic means; quickly answers questions or refers inquiries to appropriate staff member; directs visitors by maintaining employee and department directories.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Receives all incoming Human Resources telephone calls, routing to the appropriate person.
- Serves as a public relations general information center for all routine inquiries concerning employment and Human Resources.
- Develops and completes non-certified evaluation rosters.
- Assists in fingerprinting all categories of applicants.
- Primary assistant for annual NTI, assists with New Teacher Induction, Teacher Screening Interviews as needed.
- Provides lunch coverage and emergency sick leave coverage for Central Office Receptionist.
- Assists applicants with on-line application process with in-house computers when necessary.
- Receives and distributes all incoming departmental mail.
- Assists in scanning applicant and application-related documents into applicant tracking system.
- Creates recommended new hire/substitute files by pulling all pertinent application information including transcripts, test scores, resume and references.
- Conducts follow-up of appropriate references and other related new hire information.
- Schedules the new hires for Payroll Meeting, maintaining Payroll Schedule.
- Enters new hire information on the New Hire List.
- Assists with I-9 documentation of new hires.
- Assists with the development of reports, general routine typing, production of publications and preparation of bulk mailings.
- Assists with the verification of annual personnel evaluations.
- Assists with annual Retirement Reception as needed.
- Completes other related projects and assignments as required by the CHRO

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: February 2019