

Job Title:	RECEPTIONIST-HR ASSITANT	Reports to:	Director of HR
FLSA status:	Non- Exempt	Supervisor duties:	None
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	This position assists in maintaining a safe environment for children through employee screening; ensure employee attendance is accurately maintained.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- Responds with tact and courtesy in public or telephones contact situations and provides information requiring a knowledge of state and county education laws, board policies, district procedures and general educational information pertaining to the school.
- Separates those items that are of a confidential nature from those that are not.
- Applies general office practices and procedures, e.g., organizes the office; orders and maintains supplies; opens and processes incoming mail; receives and places telephone calls and recorded messages; maintains an organized filing system; greets and assists visitors; operates a variety of office machines.
- Composes correspondence independently using proper business English, grammatical usage and punctuation.
- Oversees responsibilities of Human Resources reference clerk and Human Resources secretary.
- Responsible for the district-wide database for tracking absences, including sick leave, personal leave, annual leave, professional leave and school business.
- Serves as administrator of the district-wide sick leave bank program.
- Identifies employees eligible for sick leave bank benefits.
- Listens and offers solutions and accommodations as pertinent to employee leave problems and situations.
- Tracks employees who are on family medical leave.
- Maintains district job hotline, updating as necessary.
- Creates and issues classified newspaper advertisements to local and Phoenix newspapers.
- Posts new classified job openings.
- Coordinates all necessary paperwork for the hiring of new classified employees and termination/retirement of present employees.
- Sets up and maintains classified personnel files, applicant files and any materials associated with same.
- Fingerprints new classified employees and community member volunteers and initiates background check.
- Computes, types and coordinates distribution and return of classified agreements.
- Performs accounting tasks associated with salaries and status changes, pertaining to classified agreements.
- Creates a variety of master forms for use in the Human Resources department.
- Relieves the district switchboard operator according to building schedule.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Knowledge of employment laws and applications for legal compliance
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to act with integrity in regard to all matters of confidentiality.
- Ability to exercise a high degree of initiative and independent judgement in solving problems.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School Diploma or equivalent, Associate's Degree preferred.
- Minimum of three experience in human resources duties, preferably in a public school system.
- Must possess personable and people oriented communication skills
- Demonstrated experience in HRIS programs, application processing
- Notary Public appointment desired

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.