

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PERSONNEL ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned Director, perform a variety of clerical functions in support of the classified and certificated human resources programs; prepare and maintain personnel records and files; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, policies, and procedures; operate a Live Scan to fingerprint candidates; maintain system of photographic identification for current employees.

DISTINGUISHING CHARACTERISTICS:

The Personnel Assistant I classification performs general clerical work in support of classified and certificated human resources programs including record maintenance and providing assistance to visitors or callers to the Human Resources office. The Personnel Assistant II classification performs more complex clerical activities related to recruitment tracking, records maintenance, and other assigned personnel functions.

ESSENTIAL FUNCTIONS:

Perform office support and clerical duties including typing and filing in support of the Human Resources office.

Process job applications including mailing applications, filing and preparing necessary correspondence with applicants; screen applications for minimum qualifications; prepare invitation or regret letters according to established guidelines and procedures; assist with the interview process as needed.

Operate a Live Scan to fingerprint candidates; obtain fingerprints from applicants and employees as needed; respond to questions regarding fingerprint clearances from the Department of Justice (DOJ); receive clearances from DOJ and process according to established procedures; follow-up on requests as needed; file and maintain related records; maintain a database for reference to DOJ reports.

Maintain a system of photographic identification of current employees, such as identification badges; schedule appointments, record related data into appropriate system, file and process cards according to established procedures.

Answer telephones and take messages; schedule meetings; respond to questions from applicants, employees and the general public regarding District policies, procedures and regulations related to classified or certificated employment.

Operate a computer and assigned software to input data and maintain records; operate standard office equipment as assigned.

Establish and maintain a variety of personnel records and files including fingerprint, tuberculosis, CPR, First Aid and other mandated clearance records for District employees; maintain confidentiality of sensitive information.

Open, screen and route mail to appropriate personnel.

Complete employment verification requests.

Order forms, supplies and other materials as needed to maintain appropriate stock levels.

Assist with the preparation of the Board agenda as assigned.

Assist with various personnel functions including the processing of new hires, orientations, preparation of human resources materials, entering data related to evaluations and distributing related forms, claims reviews and other personnel activities as needed.

Assist with recruitment fairs and other recruitment activities including preparing booth materials and job flyers.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District procedures and requirements regarding classified or certificated personnel.

Basic State of California credential requirements and processing.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of clerical functions in support of the classified and certificated human resources programs.

Prepare and maintain personnel records and files.

Provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, policies and procedures.

Learn applicable codes, laws, rules, regulations related to assigned personnel functions.

Learn bargaining unit contracts and Board policies.

Make arithmetic calculations quickly and accurately.

Learn District organization, operations, policies and objectives.

Type at a minimum of 35 words per minute from clear copy.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Prioritize and schedule work.

Communicate effectively both orally and in writing.

Operate a computer and standard office equipment.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information in person or on the telephone.

See to read a variety of materials.

Sit for extended periods of time.

Move hands and fingers to operate a computer keyboard.

Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience involving some public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.