

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PERSONNEL ASSISTANT II

BASIC FUNCTION:

Under the direction of an assigned Director, perform a variety of responsible clerical duties in support of the day-to-day operations and activities of the Human Resources Department; establish and maintain employee and applicant records and files; initiate, track, and monitor the posting, advertising, and closing of job openings.

DISTINGUISHING CHARACTERISTICS:

The Personnel Assistant II classification performs more complex clerical activities related to recruitment tracking, records maintenance, and other assigned personnel functions. 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.

ESSENTIAL FUNCTIONS:

Perform a variety of responsible clerical duties in support of the day-to-day operations and activities of the Human Resources Department; establish and maintain a variety of manual and computerized personnel and applicant records and files.

Process classified job applications; answer telephones and serve as an information source to District staff, administrators, applicants and the general public regarding application and other procedures; mail applications as requested; prepare necessary correspondence with applicants.

Advise applicants and employees regarding fingerprinting and tuberculosis clearance procedures and requirements.

Initiate, track, and monitor the posting, advertising, and closing of job openings for District vacancies; prepare and place job advertisements in newspapers and other media according to established time lines; assure compliance with established policies and procedures.

Establish and maintain the classified job line and job status line.

Prepare interviewing and selection packets and distribute to appropriate personnel.

Monitor the return of documents and forms used in the selection process and complete applicant files as required.

Operate a computer and assigned software; operate standard office equipment.

Distribute job postings to schools and other agencies; assure posting packets are reviewed and cleared for distribution to sites.

Maintain and revise forms such as applications, request to advertise, personnel action forms, and various pre-employment forms.

Prepare, maintain, and update classified job descriptions as needed; maintain job description files; assist with updating certificated job descriptions as requested.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District procedures and requirements regarding classified or certificated personnel.

Applicable codes, laws, rules, regulations related to assigned personnel functions.

Modern office practices, procedures and equipment.

Record-keeping techniques.

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

District organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Operation of a computer and assigned software.

Bargaining unit contracts and Board policies.

ABILITY TO:

Perform a variety of responsible clerical duties in support of the day-to-day operations and activities of the Human Resources Department.

Initiate, track, and monitor the posting, advertising, and closing of job openings.

Prepare and maintain personnel records and files.

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

Make arithmetic calculations quickly and accurately.

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.

Determine appropriate action within clearly defined guidelines.

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.
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 three years of increasingly responsible clerical experience involving public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.