

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Human Resource Assistant (M79)</b>	Job Family: 10
Department: Human Resources	Lane Placement: 6
Supervisor's Title: Administrator, Human Resources	Contract: 242 Days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8 Hours
Department Approval: <u>[Signature]</u>	Date: <u>6-6-13</u>
ADA Review: <u>[Signature]</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>[Signature]</u>	Date: <u>6-12-13</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>6-24-13</u>
Original date: <u>07/13</u>	Revised: _____ Revised: _____ Revised: _____

**GENERAL FUNCTION**

Under the supervision of the Administrator of Human Resources, the **Human Resource Assistant** will process employment applications for licensed and classified employees. Will prepare for and present employment information to new employees. Will create and maintain employee personnel files. Will meet and greet employees, applicants and patrons and provide exceptional customer service. Will work closely with schools and departments to ensure accurate information and paperwork is received and distributed.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Process employment applications for licensed and classified employees.
- Prepare for and present employment information to new employees.
- Work closely with schools and departments to ensure accurate information and paperwork is received, processed and distributed.
- Create and maintain employee personnel files. Gather employment paperwork. Ensure accuracy and completeness of employee demographic information. Scan and index employee documents ensuring accuracy and timeliness.
- Meet and greet employees, applicants and patrons and provide exceptional customer service.
- Process fingerprints for employees and patrons.
- Answer phone calls and provide information to employees, applicants and visitors in regards to HR functions in a pleasant and appropriate manner.
- Type and distribute memoranda and other essential documents as assigned.
- May complete one or more of the following functions as assigned (e.g. accurately calculate and enter contracts into Skyward, verify I9's and perform e-verify functions, perform employment verifications, monitor and process payroll for substitutes, run reports, analyze data and report findings as requested, assist in the development of presentations and publications, maintain the sub system and ensure sub requests are adequately filled, process and maintain fingerprint process, etc.)
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires two to three years of experience in an office environment with demonstrated competency and a basic Human Resource knowledge.
- Associate's degree in related field preferred.
- Skyward experience highly preferred.
- Must demonstrate competence in reading, writing, and math.
- Ability to accurately enter a large amount of data into computer. Verified typing speed of 50 wpm preferred.
- Requires knowledge of all Microsoft Office programs.
- Required the ability to prioritize and organize tasks to meet deadlines.
- Requires excellent interpersonal skills. Interacts with personnel, school staff, parents, students, vendors and the public.
- Requires ability to establish professional and friendly atmosphere.
- Requires ability to coordinate communication between individuals and groups.
- Requires good problem-solving skills.
- Requires ability to meet deadlines while handling frequent interruptions.
- Requires ability to maintain confidentiality.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Standard office equipment, computers, copier, fax, scanner, etc.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The employee is frequently required to sit; reach with hands and arms. May occasionally stoop, kneel, or crouch. The assistant is frequently required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision and color vision.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.