

JOB DESCRIPTION
Pleasanton Unified School District

OFFICE ASSISTANT – HUMAN RESOURCES

Purpose Statement:

The job of Office Assistant - Human Resources is done for the purpose/s of providing secretarial support to assigned personnel within the Human Resources Department; communicating information to staff, the public, and other districts; maintaining records in compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested. The functions of this job classification require the performance of activities that are often of a confidential nature.

Essential Functions

- Assists with processing of documents, forms, mailings and materials (e.g. applications, job postings etc.) for the purpose of disseminating information to appropriate parties.
- Attends meetings as assigned (e.g. trainings, in-services, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data from a variety of sources (e.g. transcripts, references, applications, clearances, etc.) for the purpose of processing applicants in compliance with financial, legal and/or administrative requirements.
- Coordinates a variety of employment-related activities (e.g. meetings, site-in service day activities, workshops, orientations, etc.) for the purpose of delivering services in conformance to established guidelines.
- Distributes mail, supplies, messages, etc. for the purpose of disseminating materials to appropriate parties.
- Inputs applications for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains documents, files and records (e.g. program reports, leave requests, requisitions, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Performs record keeping (confidential and non-confidential) and general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
- Prepares documentation (e.g. standardized correspondence, agendas, reports, memos, etc.) for the purpose of documenting events, providing and/or requesting information.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, applicants, public agencies, etc.) for the purpose of providing information facilitating communication among parties and/or providing direction.
- Schedules a variety of activities (e.g. meetings, travel arrangements, orientations, interviews, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills, Knowledge and Abilities SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget and/or financial guidelines Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 10% walking and 30% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

Non Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 11