



**JOB DESCRIPTION**  
**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
**426 North Blackstone, Tulare, CA 93274**



**Administrative Assistant Human Resources**

Revised 9/15

**DEFINITION**

Independently perform highly responsible skilled administrative, secretarial, and clerical duties requiring independent judgment and discretion directly related to the operation of the personnel office and related work in the areas of recruitment, examination, selection, in-service training, counseling, and related staff services.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

1. Provide confidential services to the office of the Human Resources department. E
2. Makes appointments and travel arrangements for the Assistant Superintendent for Human Resources. E
3. Review and update job descriptions to ensure compliance with ADA. E
4. Prepare materials for recruitment fairs. E
5. Coordinate activities pertaining to the recruitment, examination, interviewing, and selection of employees. E
6. Prepare difficult and complex reports in accordance with written and/or oral instructions to meet Site, District, State, and/or Federal reporting requirements. E
7. Prepare or revise job announcements. E
8. Prepare operational and activity reports as assigned. E
9. Organize and arrange meetings including the taking of minutes. E
10. Serve as an advisor and provide human resources services to school site managers regarding certification and classified employment, routine and administrative transfers, staffing adjustments, and substitute teachers. E
11. Review employee records with employees as requested. E
12. Organize employment, salary, and other statistical or personnel data; calculate, analyze, and summarize statistical data and prepare or extract a variety of routing or specialized reports in planning for personnel utilization; implement changes or modification to manual and computerized systems. E
13. Verify college transcripts and work experience for employee salary placement. E
14. Notice and follow up with certificated personnel concerning registration and renewal of credentials. E
15. Serve as call center operator or receptionist for Human Resources. E
16. Prepare various employment contracts for classified and certificated personnel. E
17. Collaborate with Payroll Staff to ensure accuracy of payroll warrants. E
18. Research and investigate personnel records to establish displacement rights of affected employees; research and interpret employee seniority data to ensure accuracy of records; gather, compile, and organize personnel data; calculate, analyze, and summarize statistical data. E
19. Prepare or screen and verify assignment authorizations; initiate requests for examinations based on current or projected needs; determine appropriate source of available candidates such as reemployment, reinstatement, eligibility list, and transfer list and provide selecting administrator with eligible candidates for selection. E
20. Prepare and maintain a variety of personnel related records such as board resolutions authorizing layoffs or reductions in hours; prepare letters to employees affected by layoffs or reductions in hours. E
21. Contact the public, prospective employees, employee organization representatives, district administrators, and other district employees regarding general and technical personnel matters; provide assistance to supervisory personnel regarding staffing related problems; explain personnel policies and district procedures to all levels of staff and the public. E
22. Assist in conducting orientation or in-service training programs; assist in composing, organizing, and editing employee handbooks and personnel manuals. E
23. Participate in bargaining unit negotiations process as assigned. E
24. Prepare School Board documents including Personnel Assignment Order. E
25. Serve as primary contact for Worker Compensation process, and file reports regarding same. E
26. Assign new employees using various media, including PAFs and computer programs. E
27. Serve as district coordinator for certificated and classified substitute personnel assignments and monitoring. E

28. Conduct New Employee Orientation. E
29. Conduct reference checks for potential employees. E
30. Respond to inquiries from outside sources regarding employment history of district personnel. E
31. Respond to State Employment Development Department inquiries. (Unemployment). E
32. Serve as the designated liaison for DOJ and FBI clearances. E
33. Assist in obtaining credentials by reviewing forms for completion and preparing necessary statements and documents of State and County Offices. E
34. Maintain employment records; prepare and update hardcopy and/or electronic personnel records, folders, and files; search employee files and compile information as necessary for production of regular and special reports; verify new employee references, birth certificates, military records, degrees, and other documents. E
35. Transcribe or compose correspondence; prepare and distribute bulletins, circulars, and notices and distribute application forms and other materials; open and distribute departmental mail. E
36. Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education**

AA Degree or 48 college units required (current employees grandfathered).

### **Experience**

Three years of recent personnel experience in a school setting is preferred.  
Bilingual (Spanish) is preferred.

### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance.  
Negative TB test within the last four years.  
Type 50 words per minute with speed and accuracy.

## **ABILITIES**

### **Ability to**

1. Work independently with minimal or no direction to complete assigned tasks.
2. Follow written and oral directions and work harmoniously with students and staff.
3. Perform complex mathematical calculations.
4. Keep accurate and organized records.
5. Write understandable reports utilizing proper English grammar, punctuation, and sentence structure.
6. Communicate orally to effectively convey information to students, parents, and staff.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

1. Indoor office environment subject to frequent interruptions.

### **Physical Demands**

1. Hear and understand speech at normal levels.
2. See and read notes, memos, and printed material.
3. Bend, twist, kneel, and stoop.
4. Lift and carry twenty-five (25) pounds.
5. Walk/move in order to perform required duties.

## **SALARY**

Salary Range	Confidential Salary Schedule
Work Days	246 Days; 8 Hour Day
Overtime	Non-Exempt