

ADMINISTRATIVE ASSISTANT - HUMAN RESOURCES

Division: 4 (Clerical)

Reports to: Director of Human Resources

Job Summary

With minimal direction, the Human Resources Secretary performs data entry and clerical duties in the Human Resources Division. He/She works cooperatively with other employees, Staff, and the public.

Duties and Responsibilities

- Assisting with the posting and filling process.
- Establishing and maintaining human resource systems, records and personnel files, including performing data entry, e.g. appointments, adjustments, transfers, leaves, criminal record checks, first aid, layoffs, calculating seniority etc.
- Liaising with the Payroll Department.
- Coordinates and compiles monthly reports, e.g. Staffing Reports, Leave Reports, Reports for School Board Trustees.
- Inputs and retrieves data relating to employee applications or replacement staff and Teachers on Call.
- Gathers and creates documentation for all new employees.
- Answers inquiries and relays messages to and from School Administrators and other District Staff, Applicants, Ministry of Education/Attorney General, Post Secondary Institutions, Trustees, other school districts, and public by telephone, facsimile, computer, mail, e-mail or in person.
- Assists in coordinating such functions as Orientation for New Staff, First Aid Certification, Workshops, and various committees.
- Relieves Replacement Staff Facilitator as required.
- Duplicates, sorts, collates, shreds, and staples materials.
- Lifts and moves office and paper supplies.
- Performs other clerical or emergent duties.

Equipment Used

Computer, facsimile machine, photocopier, telephone, camera, paper cutter, calculator and other office related equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent plus additional administrative coursework up to and including six months.
- At least two years' experience in an office environment.
- Keyboarding speed of 50 words per minute.

- Intermediate level word processing skills.
- Intermediate knowledge of database and spreadsheet computer functions.
- Basic level bookkeeping skills
- Knowledge of Business English, punctuation, spelling and Business Math.
- Knowledge of office practices and procedures.
- Ability to use tact, diplomacy and human relations skills for frequent contracts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation or others when dealing with the public, parents, staff and students
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work with constant interruptions.
- Ability to maintain close attention to detail for periods of sustained duration to meet deadlines.

Originated: November 21, 1996
Revised: December 11, 2008, January 1, 2013, February 4, 2015
Human Resources Secretary