POSITION DESCRIPTION

TITLE: Human Resources Secretary
LOCATION: Administrative Service Center (ASC)
REPORTS TO: Chief Human Resource Officer
DEPARTMENT: Human Resources

SUMMARY STATEMENT:
Under the general supervision of the Chief Human Resource Officer, the Human Resource Secretary’s primary function is to provide secretarial support for the Human Resource Departments which includes Certificated, Classified, Payroll, Benefits and Substitute Departments. In addition, the Human Resources Secretary will oversee the applicant pool, process volunteer applications and perform duties which require strong interpersonal skills, independent judgement and accuracy.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with the staff and general public in person, by telephone, via E-mail and in writing.
2. Operate the computer, including scanner, Aesop, Wespac, and Exceptional Child.
3. Greet and assist potential applicants, staff and public entering the complex.
4. Answer the main phone lines for the Human Resources Department (includes certificated, classified, substitute and applicant desk) and direct phone calls.
5. Monitor job postings for both certificated and classified personnel.
6. Handle all Point of Contact (POC) duties to secure voicemail, emails, and other online needs for Human Resources Department (includes certificated, classified, payroll, benefits and substitute office).
7. Order/stock office and kitchen supplies and monitor condition of rooms and equipment.
8. Sort department mail.
9. Create forms/flyers and order Print Shop documents for overall Human Resources Department as necessary.
10. Locate and schedule meeting rooms for overall Human Resources Department.
11. Input and retrieve information from the applicant database.
12. Answer applicant information, e-mail inquiries and requests.
13. Assist applicants in applying for jobs through the online application process.
15. Add completed new substitute certificated and classified employees to the Aesop system, including curricula data.
16. Establish and maintain substitute files making sure all information is complete and up-to-date.
17. Process and maintain certificated and classified substitute applications.
18. Research, compile and analyze data and prepare reports.
19. Maintain the green complex conference rooms, and provide assistance with setup of equipment as necessary.
20. Post the scheduled meetings held in the large and small green conference rooms.
22. Take photo of new employees for badges in Access It (works with Maintenance).
23. Process employment verifications for the substitute office.
24. Assist with filing and scanning for overall Human Resources Department.
25. Track Fingerprint Waivers and verify that they are up to date.
26. Input fingerprint data into the Wespac system from the OSPI database.
27. Check criminal history of volunteers via Washington Access to Criminal History (WATCH) Program, track clearance, and mail rejection letters within state required time lines.
29. Maintain the mail/copy room including the copy and fax machines.
OTHER RESPONSIBILITIES:
1. Check conference room equipment in and out.
2. Will back up the Substitute Clerks positions, when needed.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Acceptable Attendance
- Use of hands and/or arms for repetitive motion (66-100%)
- Sitting (66-100%)
- Hearing (66-100%)
- Speaking (66-100%)
- Standing (Up to 33%)

MENTAL DEMANDS REQUIRED:
- Verbal Communication (66-100%)
- Detailed Work (66-100%)
- Confidentiality (66-100%)
- Written Communication (33-66%)
- Reading (66-100%)
- Constant Interruptions (66-100%)
- Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
- IBM/PC (clone), typewriter, telephone, 10-key calculator, scanner, copy machines, FAX machine, label maker and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm with accuracy.
2. A minimum of three years of experience in a related field, or equivalent training.
3. Demonstrated proficiency in computer applications, including a Windows environment and related Microsoft applications.
4. Demonstrated ability to communicate effectively and professionally and possess a positive attitude.
5. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
6. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
7. Demonstrated ability to file accurately.
8. Demonstrated ability to compose written response to communications, using proper language, spelling, punctuation, and proofreading skills.
9. Demonstrated organizational skills and a commitment to follow through.
10. Demonstrated ability to handle multiple tasks at one time with an eye for detail.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Must have a basic math aptitude and recordkeeping skills.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
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</tbody>
</table>
260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: ______________

District: ___________________________ Date: ______________

Revised Date: 09/18/2018
Classification: Secretarial
Class: Class III
Display on Web? Yes

Human Resources Secretary