

## **Human Resources Secretary Job Description**

**TITLE:** Human Resources Secretary

**QUALIFICATIONS:** High School Diploma, course work in secretarial areas at high school level, or post-secondary training at junior college, college or business school.

**Special Knowledge/Skills:**

Proficient skills in keyboarding, word processing, and file maintenance  
Effective communication and interpersonal skills  
Basic math skills  
Ability to develop spreadsheets, use databases, and do word processing

**Experience:** 3 -5 years secretarial experience, preferably in a public education and/or human resources environment

**REPORTS TO:** Director of Human Resources

**FUNCTION:** To assure smooth and efficient operations of the Human Resource department. Ability to handle secretarial work of some complexity and variety in an independent and responsible professional manner. Ability to work accurately and efficiently with attention to detail while following established procedures.

### **Major Responsibilities and Duties:**

**Records, Reports, and Correspondence**

1. Prepare correspondence, forms, manuals, schedules, contracts, and reports for the director of human resources.
2. Prepare recruitment and new-hire packets.
3. Process and receive criminal history record information on applicants and volunteers, references, and other application materials.
4. Compile pertinent data as needed when preparing various state, and local reports, including State forms for submission to ISBE.
5. Initiate and maintain physical and computerized departmental files for all employees and applicants including verification of completeness of files.
6. Responsible for online application process, including verifying completeness of files, sending acknowledgement cards, and notifying those not selected for employment.
7. Assist with the purging of inactive HR records.
8. Process requests for official district records, including maintaining log of requests for records.

9. Coordinate the assignment of student teachers, observers, and field experience requests from local universities and preparation programs.
10. Post job vacancies on district and Region websites along with various other professional/educational websites as applicable.
11. Maintain confidentiality of information.
12. Other duties as assigned.

### **B. Communication**

1. Disseminates information to administration, staff, and the Cooperative that increase effective practices and communication.
2. Maintains open and positive relationships through verbal and written contacts and materials.
3. Provides ongoing communication with Cooperative and District personnel on matters of policy, and all benefit programs and eligibility procedures.
4. Extends an appropriate public relations image on behalf of the Director and Cooperative.
5. Working directly with new staff hires to complete all paperwork necessary.

### **C. Management**

1. Updates the staff database and maintains accurate staff lists.
2. Maintains staff files in an updated and orderly manner including the activation of new staff files and deactivation of records.
3. Works directly with Technology consultants on any email additions/changes/problems.
4. Completes TRS and IMRF documents required for reporting and compliance.
5. Compiles new applicant data base and documentation.
6. Compiles new hire packets including all forms to be processed and insurance packets.
7. Works directly with Director to ensure appropriate placement of substitute teachers or paraprofessionals.

### **D. Leadership**

1. Achieves identifiable contributions in the areas of responsibility and accomplishes measurable task performance.

### **E. Additional Duties**

1. Performs other duties as assigned by Director of Human Resources.

### **F. Evaluation**

1. Annually by the Director of Human Education, his/her designee.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.