



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Administrative Office Assistant-Human Resources** FLSA Status: **Non-Exempt**
 Job Family: **Administrative Support Services** Pay Range: **SS25H**
 Prepared/Revised Date: **January 10, 2019** Job Code: **506Q9**

SUMMARY: Responsible for providing a high level of customer service to employees, applicants, and student teachers of Poudre School District. Accept, review and process new employee paperwork; conduct fingerprinting for new employees for background checks and initiate new hire ID badges. Respond to questions regarding the application, hiring process, and employee onboarding process. Receive and process all HR department correspondence including mail, new employee paperwork, contracts and confidential hiring documents. Provide technical and clerical support for Human Resources and Payroll Departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Take new employee fingerprints, student teacher, and other staff-required fingerprints electronically and submit to Colorado Bureau of Investigation for background check purposes. Take new employee photo for identification badge purposes. Act as primary contact for fingerprinting and identification badge process.	D	40%
2. Greet and assist employees and applicants, answer phones, take messages, direct callers, and respond to questions regarding the application, hiring and employee onboarding processes. Respond to other general HR and Payroll questions.	D	15%
3. Receive, intake, review, sort, and process new employee paperwork. Verify accuracy, completeness and compliance.	D	15%
4. Conduct additional background checks for new hires, retrieve background check reports from CBI and forward to HR Director as necessary; ensure appropriate background check is completed, reviewed, documented and confidentiality stored for all new hire types.	D	10%
5. Perform general clerical duties such as sorting and distributing mail, filing, ordering supplies, calendar maintenance and scheduling, and general administrative support.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Maintain, organize and store HR records including hiring documents and I-9 records. Organize and conduct annual I-9 purge.	W	5%
8. Perform data entry into Human Resources Information System (HRIS), other HR related systems.	W	2%
9. Assist employees with requests for information including employee personnel file review.	M	2%
10. Work on special projects as needed.	M	2%
11. Perform other duties as assigned.	Ongoing	3%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent required
- 1-2 years of related experience preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Bilingual oral and written communication skills preferred
- Interpersonal relations skills
- Data entry and computer processing skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to be detail oriented and extremely organized
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute				X
Synthesize			X	
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	