



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Administrative Office Assistant (Human Resources Fingerprints)** FLSA Status: **Non-Exempt**
 Job Family: **Administrative Support Services** Pay Range: **SS25H**
 Prepared/Revised Date: **April 12, 2022** Job Code: **506Q9**

SUMMARY: Responsible for greeting and providing customer service to visitors (including district employees) at the Johannsen Support Services building and answering and routing calls for the District's main phone line. This position performs a wide variety of clerical duties for the Human Resources Department including but not limited to, receiving new hire paperwork, taking new employee fingerprints, data entry, creating, editing, distributing, and filing records, correspondence, and spreadsheets, maintaining files, and operating office equipment, along with answering phones, providing information, and making outgoing calls.

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. Answer the District's main telephone line, route calls, take messages, and provide general information.	D	30%
2. Greet visitors, provide access to the building, route, direct, and provide assistance.	D	30%
3. Take and process new employee fingerprints and submit to CBI, take new employee pictures for ID badge, and process new hire employment eligibility (I-9) forms.	D	20%
4. Perform data entry into Human Resources Information System (HRIS), other HR related systems.	D	10%
5. Sort and distribute mail, assist departments in mass mailings.	D	1%
6. Attend work and arrive in a timely manner.	D	1%
7. Provide general clerical support (copying, data entry, filing, etc.). Type correspondence, letters, forms, memos, & minutes.	W	2%
8. Assist with projects and compiling reports/maintaining records as needed.	W	2%
9. Assist with scheduling appointments and meetings, as requested.	W	2%
10. Order supplies as needed.	W	1%
11. Perform other duties as assigned.	Ongoing	1%
	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:

- Excellent customer service and public relations skills
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, prioritize, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to be self-motivated as well as be part of/work with/as a team

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- Interpersonal relations skills
- Typing and data entry skills
- Knowledge of Poudre School District schools, operations, and facilities
- English language communication skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- 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 follow district 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:

- Ability to learn and operate District computer systems, peripherals, media, and other office equipment/software
- Personal computer and keyboarding skills
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, 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			
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	



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

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