

Job Summary:

Under the general supervision of the Director, Human Resources, performs tasks in support of a variety of human resources operations such as, but not limited to, fingerprinting, maintaining temporary employment and independent contractor agreements, TB clearance, attendance tracking and reporting, calculating time sheets, and updating a variety of regular and substitute employee and volunteer databases; and to provide information to staff and the public regarding employment practices and procedures.

Essential Job Functions:

- ▶ Interviews clients and staff on the telephone and in the office regarding routine matters for the purpose of furnishing desired information, referring calls to the proper source, or to arrange appointments.
- ▶ Composes letters, memorandum, reports, documents, surveys, bulletins, contracts, job announcements, flyers, and other written correspondence for the purpose of providing information to staff, job applicants, and the public.
- ▶ Fingerprints school employees, school volunteers, and independent contractors so that prints can be transmitted to the Department of Justice for processing.
- ▶ Maintains a database of individuals fingerprinted, payments, and the dates prints are sent to, and the clearances are received from, the Department of Justice for the purpose of keeping accurate records.
- ▶ Prepares transmitted records for fingerprints for the Department of Justice and monthly billing records for accounting for the purpose of processing payment to the Department of Justice.
- ▶ Enters new employee information into the appropriate database for the purpose of having all pertinent information relating to every Tulare County Office of Education (TCOE) employee available and up-to-date in the system.
- ▶ Inputs absences into the absence system and verifies absences monthly for the purpose of keeping accurate attendance records.
- ▶ Verifies the completeness of monthly time sheets for the purpose of ensuring that they are ready to be processed by payroll.
- ▶ Maintains substitute employment packets for the purpose of having required documents available for prospective substitutes to complete and submit.
- ▶ Maintains/updates substitute teacher/aide lists to facilitate the calling of substitutes and to ensure that substitute teachers are appropriately credentialed.
- ▶ Prepares/Presents SubFinder operational procedures, documentation, and instruction for the purpose of training TCOE staff and certificated and classified substitutes.
- ▶ Provides SubFinder Help Desk coverage for the purpose of providing accurate information to TCOE staff and substitutes, as well as troubleshooting and resolving any problems concerning absences and substitutes.
- ▶ Processes and maintains temporary employee and independent contractor contracts and files for employment purposes.
- ▶ Verifies employment orally, or in writing, for the purpose of completing requests for information.
- ▶ Processes incoming mail for the purpose of distributing to the appropriate personnel.
- ▶ Copies/Scans/Files documents/forms for the purpose of maintaining accurate and up-to-date records.
- ▶ Collects/Inputs/Retrieves data from the computer database systems to maintain information and records.
- ▶ Serves as backup receptionist for the office by answering telephones and directing callers and visitors to the proper source.
- ▶ Organizes TB clinics yearly for the purpose of ensuring that all employees are up-to-date with their TB clearance.
- ▶ Administers/Processes the Instructional Aide Assessment exam for the purpose of providing job candidates that meet Education Code and NCLB requirements.
- ▶ Assists the personnel staff as needed to provide support in the completion of their duties.

Experience Required:

- ▶ Experience working in a personnel office preferred.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - perform difficult and responsible secretarial work;
 - make mathematical calculations with speed and accuracy;
 - type at a net speed of 50 net words per minute from clear copy;
 - use a computer for word processing, data entry and spreadsheet applications;
- ▶ **Knowledge of:**
 - office methods, practices, and procedures;
 - personnel law and practices;
 - public relations;
 - records management;
- ▶ **Ability to:**
 - learn and apply school district procedures, rules and regulations;
 - interpret and explain Education Codes, rules and regulations related to area of responsibility;
 - compose correspondence independently;
 - understand and carry out oral and written directions;
 - maintain cooperative relationships with those contacted in the course of work;
 - work a flexible schedule when needed.

Education Required:

- ▶ High school diploma or the equivalent.
- ▶ Formal or informal education equivalent to completion of twelfth grade with supplementary training in office practices and procedures, data entry, and word processing and spreadsheet applications.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ A Department of Justice Fingerprint Rolling Certification performed after the offer of employment.

Other Specialized Requirements:

- ▶ Experience sufficient to have acquired advanced knowledge of modern and efficient office techniques, tools and procedures.
- ▶ Must be able to work a flexible schedule when it is necessary.

FLSA Status: Non-Exempt

January 2014

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.