



LEARNING WITHOUT LIMITS

Jurupa Unified School District HUMAN RESOURCES ASSISTANT

DEFINITION

Under direction to perform moderately difficult administrative assistant and clerical work in the Human Resources Office and to do related work as assigned. This position is assigned only to the Human Resources Office and is differentiated from the position of Secretary in that knowledge of general human resources procedure is required along with the ability to work and communicate with school and District staff and the public in a cooperative manner in an active, busy work environment. This position works constantly with confidential information often related to collective bargaining.

ESSENTIAL JOB FUNCTIONS

- Acts as administrative assistant, office aide, and receptionist to an assigned supervisor.
- Participates in recruitment, employment testing, and interview processes.
- Types correspondence, memos, reports, handbooks, bulletins, cards, and forms.
- Schedules appointments, receives heavy volume of telephone calls and email correspondence from parents, students, teachers, various District offices, other schools, and the public requesting information, appointments, and actions, leaving messages or instructions, or registering complaints.
- Screens visitors and telephone calls.
- Answers questions and gives out information correctly and discretely to students, the public, and other District employees.
- Composes routine correspondence and reports from oral instructions.
- Posts data and information to cards, forms, files, databases, and budgets.
- Maintains files, lists, and catalogs.
- Schedules use of equipment, automobiles, and facilities.
- Operates standard office equipment.

OTHER JOB FUNCTIONS

- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- English grammar, spelling, and professional vocabulary, as well as filing and arithmetic.
- Modern office methods, procedures, terms, and equipment.

Ability to:

- Understand, interpret, and apply rules and written directions to specific situations.
- Operate standard office equipment.
- Follow oral and written directions.
- Establish and maintain effective relationships with students, other District employees, and the public.
- Work independently and proactively with little direction.
- Deal effectively with multiple and concurrent job demands.
- Communicate effectively.
- Read and comprehend handwritten or typed documents.

HUMAN RESOURCES TECHNICIAN (cont.)

Ability to: (cont.)

- Maintain regular attendance.
- Make clear and comprehensive reports and keep difficult records.
- Concentrate on current task in spite of distractions in an active, busy environment.

Skills:

Typing: 50 words per minutes

Experience:

Two years of general administrative assistant or clerical experience with the ability to act as a receptionist.

Education:

Equivalent to graduation from high school, preferably including or supplemented by courses in typing and office procedures.

Personal Qualities:

Confidentiality, good judgment, pleasant and friendly demeanor, and the ability to work under pressure and with frequent interruptions.

Human Resources

Revised __ 2019

Jurupa Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.