

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Office Assistant, Human Resource Services	<b>CLASSIFICATION:</b>	Classified Confidential
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9820		

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<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL:</b>	1-14-2022
		<b>CABINET APPROVAL:</b>	1-14-2022

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**BASIC FUNCTION:**

Perform advanced-level secretarial duties in support of Human Resource Services requiring independent judgment and analysis; plan, organize, and coordinate operating procedures, communications, and administrative support functions in the maintenance of applicant records, electronic document imaging, applicant track system, paperless electronic filing, employment tracking system, provide specialized information and assistance in person and on the telephone to district personnel, staff, and job applicants; perform a variety of clerical and confidential duties.

**REPRESENTATIVE DUTIES** (Personnel duties (1c)(1)(a)(7)(C) of sFA) 51303 and (6) applicant records/1(C) n electronic document imaging, applicant tracking system, paperless electronic filing

Gather, organize and prepare confidential subpoena records, request for information, employee relation records. **E**

Provide specialized information and assistance in person and on the telephone to district personnel, staff, and job applicants; perform a variety of clerical duties in support of Human Resource Services. **E**

Prepare and store documents using modern office equipment and technology including computers, scanners, copiers, and electronic storage devices; understand indexing parameters and procedures. **E**

Gather, organize, and prepare confidential documents for electronic document imaging, and electronically scan and maintain document files. **E**

Access the paperless electronic applicant tracking system to determine applicant status; provide information to applicants on system use. **E**

Utilize the district's personnel system to update employee records, as directed. **E**

Provide information and assistance to district personnel, staff, and the public regarding a variety of personnel matters, including the recruitment of applicants for advertised vacancies. **E**

Perform advanced-level secretarial duties in support of Human Resource Services Office requiring independent judgment and analysis; plan, organize, and coordinate operating procedures, communications, and administrative support functions to relieve administrator from routine clerical duties. **E**

Work independently on assigned projects, including research, documentation, development, coordination, and decision making to complete assigned project. **E**

Develop and maintain a variety of logs, records, and confidential files related to employment matters, subpoenas, complaints, lawsuits; compile information, and prepare summaries, charts, matrixes, spreadsheets, and reports. **E**

Collect and assemble confidential and/or legal information, including evaluations, disciplinary matters involving personnel, and other sensitive issues relating to personnel. **E**

Assist in the district's recruitment effort to hire the most qualified candidates. **E**

Prepare, type, update, and maintain a variety of materials related to assigned activities; assure completeness and accuracy of materials. **E**

Receive, screen, and route telephone calls and assist visitors; provide detailed information concerning policies and procedures and answer questions, refer to appropriate staff members. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, queries, lists, and summaries from computer database; operate a variety of office machines and equipment. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications within a 24-hour period. **E**

Valid California driver's license, and provide personal automobile. Overall scores in computer software QWIZ testing program required as follows:

Keyboarding.. 55 Correct WPM  
Excel..... 80% Overall Score  
Word..... 80% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Personnel office functions, practices, and procedures.
- Operation of a computer terminal and data entry techniques.
- Paperless electronic filing and applicant tracking systems.
- Technical aspects of field of specialty.
- Personal computer hardware and software, including DOS and Windows.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct oral and written usage of English, grammar, spelling, and punctuation.
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standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.

**NOTE:**