

PERSONNEL ASSISTANT

DEFINITION

Provide responsible and confidential secretarial support to a high-level manager in the Human Resources Department; provide technical and clerical support to Personnel Analysts; perform responsible clerical processing functions related to personnel administration; and perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Assistant Superintendent, Human Resources or designee and exercises technical supervision over clerical support staff as assigned.

REPRESENTATIVE DUTIES—(Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Provide technical and clerical support to the Human Resources Department. (E)

Provide assistance in processing job applications and renewal forms for teaching credentials and maintaining credentials/job match database. (E)

Provide support with the recruitment and selection process. (E)

Assemble and distribute information packets for interviewees, check references, distribute advertisements and notification letters, maintain applicant files, answer applicant questions, and schedule interviews). (E)

Prepare correspondence and reports; type and compose routine correspondence. (E)

May provide technical and clerical support for grievance procedures, unemployment hearings, and other labor related processes; keep records, prepare schedules, research issues, and prepare backup materials. (E)

Perform clerical duties related to personnel action forms, leave accounting, and other clerical processes. (E)

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- English usage, grammar, spelling and punctuation
- Modern office methods, procedures and equipment including a personal computer for the purpose of word processing, data entry and database inquiry
- Business letter writing techniques
- Organization, procedures and operating details of the District
- Record keeping principles and procedures
- Physical capability sufficient to perform job duties

STOCKTON UNIFIED SCHOOL DISTRICT

Ability to:

- Establish and maintain confidentiality in performing job duties; secure confidential information
- Interpret and apply District policies, procedures, laws and rules
- Communicate effectively, orally and in writing
- Perform clerical procedures quickly and accurately
- Establish and maintain effective working relationships with staff and with the general public

Experience and Education:

Any combination of education, training and experience equivalent to completion of the twelfth (12) grade and four (4) years of broad, varied and increasingly responsible clerical experience, including experience in the operation of word processing equipment and the ability to handle sensitive personnel office matters. College level coursework in personnel administration or related field is highly desirable.

License and Certificates:

- Possession of valid California driver's license
- Typing certificate for fifty (50) words per minute

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs., at waist height for short distances.

Salary Placement:

Confidential Salary Schedule

Tier 2, Range F

12-month work year

Board Approval: 03/13/18

Confidential re-alignment effective 03/19/01