

**Job Title:** SECRETARY, CHIEF HUMAN RESOURCES OFFICER  
**Reports to:** Chief Human Resources Officer  
**Dept./School:** Human Resources  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** November 18, 2019

### **Primary Purpose**

Organize and manage the routine work activities of an administrative department office and provide clerical services to the Chief Human Resources Officer and other staff members.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED  
Minimum of 45 WPM Typing

### **Special Knowledge/Skills**

Proficient skills in keyboarding, word processing, (minimum of 45 WPM) and file maintenance skills  
Knowledge of school district organization, operations, and administrative policies  
Excellent organization, communication, public relations, and interpersonal skills  
Excellent written skills  
Ability to follow through to completion all assigned tasks  
Ability to organize, prioritize, and perform task with limited supervision  
Ability to use personal computer and software to develop spreadsheets and databases and do word processing  
Basic math skills

### **Experience**

Three years secretarial experience, preferably in a public education environment  
Minimum three years of experience working with computer software applications, including Microsoft Office.

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Maintain a positive and service oriented public image for the district, and promote good public relations through telephone courtesy.
2. Prepare correspondence, forms, manuals, schedules, spreadsheets, graphs, brochures and reports for the Chief Human Resources Officer and other department staff members using personal computer.
3. Prepare weekly district birthday cards for all SFDRCSISD staff.
4. Process all in-coming mail and disseminate to departmental personnel.
5. Maintain physical and computerized departmental files.
6. Prepare sign on bonus chart and forward to payroll department for payment.
7. Register employees using the Go Sign Me Up program for any trainings directed by Chief Human Resources Officer.
8. Maintain updated Human Resources budget records for monthly meeting with Chief Human Resources Officer, and submit amendments necessary.
9. Transcribe recordings when requested by Chief Human Resources Officer for Grievance hearings, and maintain all grievance and employee investigations in a filing system.

10. Prepare weekly vacancy listing for Chief Human Resources Officer, and teacher vacancy flyer to post on SFDRICISD social media pages.
11. Coordinate travel arrangements in compliance with accounting policies and procedures for the Human Resources Department.
12. Organize snacks and drinks for various activities that fall under the facilitation of the Chief Human Resources Officer.
13. Enroll all new district employees to Safe Schools trainings, as well as adding courses for existing employees when requested by Chief Human Resources Officer.
14. Process all department purchase requisitions.
15. Work with Chief Human Resources Officer to set dates of college recruitment efforts, and prepare travel for employees attending these events.
16. Participate in selection process of Human Resources student worker, supervise him/her during their internship and sign off on time cards.
17. Review student counts received from all elementary campuses monthly to ensure they meet 22:1 ratio.
18. Compile and prepare report in accordance with oral and written instruction.

**Other**

19. Assist with front desk area when necessary.
20. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
21. Maintain a schedule of appointments and assist with scheduling meetings.
22. Call in copier service maintenance and building tickets.
23. Perform other duties as assigned by supervisor.
24. Maintain confidentiality of information.

**EQUIPMENT USED**

Personal computer, typewriter, printer, calculator, copier, shredder, and fax machine.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

