

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: HUMAN RESOURCE ASSISTANT
CALENDAR: [HUMAN RESOURCE ASSISTANT](#)
SALARY: [GRADE 12](#)

Job Goal:

Perform a wide variety of clerical and technical duties related to the operation of the Human Resources Department

Minimum Qualifications:

- High School diploma or equivalent plus post-graduate work in business or related fields
- Experience in Human Resources or related field is required
- Good human relations and communication skills
- Knowledge of office procedures and practices
- Ability to type accurately at an acceptable rate of speed and to operate standard office equipment including computer
- Proficient in standard office software programs including Microsoft Word and Excel.
- Knowledge of and adheres to all policies, regulations and rules
- Satisfactory criminal background check
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Perform a wide variety of clerical work including data entry, typing, filing, record keeping and preparing reports
- Maintain accurate employee personnel records on software system and on physical records (as needed)
- Perform background check on all recommended applicants including employment references and fingerprinting
- Conduct transactions with employees and the general public requiring a knowledge of rules, procedures, policies and activities
- Receive inquiries by telephone or in person and giving appropriate information
- Prepare reports, bulletins, directories
- Conduct and respond to various surveys
- Maintain a variety of files including applications and assures confidentiality
- Conduct orientation of new employees and coordinating post employment paperwork
- Assist the substitute coordinator and relieving on switchboard as requested
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Perform all duties in a safe and prudent manner as directed
- Operate and care for school districts' equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction

- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.