



HUMAN RESOURCES ASSOCIATE

GENERAL RESPONSIBILITIES

Under the direction of a Human Resources Specialist, the position is responsible for handling the day-to-day correspondence, phone calls, and documents in a large human resources office to include, screening visitors, telephone calls, and incoming mail, and assisting applicants and employees with a wide variety of questions. This position provides integral support in terms of the application, hiring and onboarding process for prospective and newly hired employees.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist with onboarding processes and the completion of all documents necessary for new employees.
- Establish and maintain extensive files; gather material from files as well as other routine reports.
- Research employee records to identify and correct problems.
- Correspond with employees and applicants by email.
- Assist employees and applicants with a wide variety of Human Resources issues including, but not limited to, position vacancies, leave, benefits, retirement, and salary.
- Prepare, maintain, and submit School Board Personnel Report entries for review.
- Assist with writing and editing reports, records, and memos.
- Refer employees and applicants to appropriate offices or departments, as necessary.
- Answer telephones, greet visitors, receive, sort, and route incoming- and outgoing mail.
- Assist in planning and executing special events.
- Assist with substitute teacher orientation, as needed.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a thorough of knowledge of modern office procedures. Must have the ability to plan, organize, and successfully complete multiple projects and special events; ability to complete multiple tasks with accuracy; ability to work independently in the absence of detailed instruction; and must have the ability to follow up on current and past assignments with timely results. Must have the ability to work under pressure and interact with people of all backgrounds with tact, courtesy, and diplomacy. Must be dependable, able to follow instructions, and respond to management direction. Must be able to improve performance through management feedback. Must have the skills necessary to communicate clearly in both written and oral formats. Must have a thorough knowledge of business English, spelling, and editing techniques. Must be able to access the internet when working remotely. Must be highly skilled in the use of technology and Microsoft Office Suite programs.

EDUCATION AND EXPERIENCE

Required: High school diploma or GED.

Preferred: Some college or business school courses and experience working in an office setting.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description Revised: 6/00, 7/20
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