



## **HUMAN RESOURCES ASSOCIATE**

### **GENERAL RESPONSIBILITIES**

Under the direction of a human resources specialist or coordinator, the position is responsible for providing administrative clerical support within the Department of Human Resources. The position performs a variety of functions including conducting fingerprinting of new employees, submitting information for background checks, scanning personnel paperwork, preparing contracts/employment notifications, data entry, responding to inquiries, answering phone calls and emails, providing customer service to internal and external customers, verifications of employment, and issuing ID badges.

### **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.)

- Establish and maintain extensive electronic files utilizing; gather material from files as well as other routine reports.
- Research employee records to identify and correct problems.
- Assist applicants with completing their online applications using the division's online application system.
- Prepare contracts/employment notifications; ensure they are signed and scanned into the employee's electronic personnel file.
- Correspond with applicants, employees, other departments, and outside entities by email or phone.
- Assist applicants and employees with general and routine questions concerning human resources programs and processes including but not limited to, position vacancies, leave, benefits, retirement, and salary.
- Assist with, proof, edit, and format reports, memos, letters, and other correspondence drafted by the specialist.
- Assist with electronic onboarding processes and the completion of all documents necessary for new employees.
- Assist the specialist with personnel actions to be processed, including changes to new hires, resignations, retirements, terminations, and salary adjustments.
- Work closely with the specialist to receive, review, and process applications for various allowances or reimbursements.
- Prepare, maintain, and submit the Personnel Report for review and submission to the School Board.
- Schedule and facilitate fingerprinting, background checks, and I-9 verifications for new employees; schedule ID badge appointments as appropriate.
- Submit and follow up on information for the processing of criminal background checks and Child Protective Services background checks.
- Coordinate the placement of university students (i.e., observation, practicum, guidance interns, student teachers, and administrative interns).
- Assist with new employee orientation and various human resources-related projects and special events.
- Complete employment verifications and loan forgiveness requests for current and former employees.
- Provide support to other staff members during periods of heavy workload.
- Perform related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

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



**EDUCATION AND EXPERIENCE**

**Required:** High school diploma or GED.

**Preferred:** Some college or business school courses and experience working in an office setting. Experience working with human resources management software, ADOBE, electronic signatures, E.C.M.S., Cloud Technologies and electronic signatures.

**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.