

**School District of Santa Rosa County
Job Description**

Personnel Assistant II

Reports to: Assistant Superintendent, Human Resources	FLSA Status: Non-Exempt
Department: Human Resources	Prepared by: Human Resources
Date: June 26, 2014 <u>February 16, 2017</u>	Job Code: 11030
Position #: 61040	Range: 15

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Enters data into the computer system;
- Assists and relieves supervisor of paper work and routine office duties;
- Obtains, gathers and organizes data for reports and presentations;
- Prepares documentation and composes letters and memoranda;
- Receives calls, answering questions involving the interpretation of laws, rules and regulations, and Board policies;
- Prepares and verifies personnel action forms, records and related reports;
- Prepares reports for entry into computer;
- Maintains current knowledge of terminal operations and personnel files;
- Enters information into the computer system and maintains job records for salary purposes;
- Makes appropriate decisions related to personnel issues;
- Performs related duties as required or assigned.
- Make presentations and/or meet with individuals and/or groups

Supervision Received:

Assistant Superintendent, Human Resources

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Operation of computer and other office equipment; type/keyboarding
- Six ~~Four~~ years experience in responsible administrative secretarial position, including ~~three~~ years in maintenance of personnel records.

Preferred:

Operation of computer and other office equipment; type. N/A

Physical Demands:

Operation of computer equipment; sit for long periods of time; communicate using speech, hearing and vision skills. Office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.