



Longview Independent School District

JOB DESCRIPTION

HUMAN RESOURCES PROCESSING ASSISTANT

JOB TITLE:	Human Resources Processing Assistant	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Human Resources	TERMS:	226 Days
DEPARTMENT:	Human Resources	PAY GRADE:	Clerical/Par 4

PRIMARY PURPOSE:

Under moderate supervision organize and manage the routine work activities of the HR department office and provide clerical support to the director of human resources and other staff members

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Experience:

Two years secretarial experience

Special Knowledge and Skills:

- Good knowledge of business office procedures, practices, and equipment
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain successful working relationships with fellow employees, central and school-based staff, businesses, and the public, tactfully and courteously, and to work well with other employees

MAJOR RESPONSIBILITIES AND DUTIES:

1. Prepare correspondence, forms, manual, schedules, and reports for the director of human resources and other department staff members
2. Ensure that each employee badge is processed for all employees
3. Assist with maintenance of information in employee database
4. Compile, maintain, and file all personnel documents in employee permanent files and other documents as required



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

5. Assist with the scheduling and organizing substitute teacher orientation
6. Assist with preparing, arranging, and organizing for TxBESS meetings
7. Prepare job descriptions for all employee assignments
8. Assist with ordering office supplies
9. Maintain active and inactive substitute list and distribute to campus principals
10. Prepare correspondence, forms, manuals, reports, and payment authorizations following district standards and requirements
11. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff
12. Greet visitors and assist employees and applicants with completing applications and required paperwork
13. Maintain a schedule of appointments and assist with scheduling interviews and meetings
14. Receive, sort and distribute mail and other documents to department staff
15. Comply with district policies, as well as state and federal laws and regulations
16. Adhere to the district's safety policies and procedures
17. Maintain confidentiality in the conduct of district business
18. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
19. Demonstrate regular and prompt attendance
20. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None



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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020