



Longview Independent School District

JOB DESCRIPTION HUMAN RESOURCES SECRETARY

JOB TITLE:	Human Resources Secretary	WAGE/HOUR STATUS:	Non- Exempt
REPORTS TO:	Director of Human Resources	TERMS:	226 Days
DEPARTMENT:	Human Resources	PAY GRADE:	Clerical/Par 6

PRIMARY PURPOSE:

Facilitates the entire Human Resources Department's process as well as facilitates office duties and procedures

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

- Successful demonstration of ten areas of competency, including keyboarding and computer proficiency, transcription, filing procedures, form development, web design, office records, management and business writing, web design, computation, organizational and communication skills

Experience:

At least five years successful human resources school district experience
At least five years successful technology application experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Welcome and facilitate employees and visitors; provide information and/or assistance
2. Assist with maintaining the departmental website with current information at all times; present a consistent visual image on the department's web site by promoting uniform fonts, formatting, icons, images, layout techniques, and modularization
3. Assist with creating departmental forms into online forms to be used on the district website for employee use



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Assist with maintaining and updating employee online evaluations for the Human Resources department
5. Use technology to articulate to the general public the department's mission and goals
6. Assist with graphic material including web-related, publications, and marketing
7. Assist with revisions of job descriptions and posting vacancies on the website as well as the distribution thereof
8. Assist with ensuring that all guidelines of Senate Bill 9 are met regarding fingerprinting and named-based criminal history searches
9. Assist in preparation and oversight of the Human Resource department budget
10. Order and maintain supplies for the Human Resources department; process purchase orders for department; process graphics orders for department
11. Answer telephone; maintain a helpful, positive manner in responding to the people
12. Assist with verification of employment
13. Type letters, memos, and other correspondence; compile and type various reports as needed
14. Perform bookkeeping tasks and monitor financial expenditures
15. Coordinate schedule of the supervisors, including scheduling meetings, consultations, conferences, etc.; complete food and room arrangements for each meeting
16. Communicate with applicants when necessary
17. Maintain accurate grievance files, TWC appeal, and other Human Resources concern files
18. Prepare annual updates of the District Employee Handbook, the contract related policies handbook, and other documents
19. Arrange all travel arrangements for the department



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

20. List clerical/technical job vacancies with the Texas Workforce Commission; act as liaison between TWC and LISD in clerical/technical Human Resources matters; maintain a positive and efficient working relationship with TWC
21. Comply with directions and instructions from supervisor and perform other tasks and assume such responsibilities as may be assigned
22. Maintain positive and cooperative working relationships with colleagues and others in the conduct of district business; demonstrate teamwork in daily activities
23. Prompt, timely, and thorough in completing assignments and attending to details accurately and efficiently
24. Regular in attendance and complies with notification procedure for absences
25. Provide complete and accurate information in the conduct of district business
26. Comply with district policies, as well as state and federal laws and regulations
27. Adhere to the district's safety policies and procedures
28. Maintain confidentiality in the conduct of district business
29. 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)
30. Demonstrate regular and prompt attendance
31. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

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



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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