

**TITLE:** **EMPLOYER-EMPLOYEE RELATIONS ASSISTANT (CONFIDENTIAL)**

**QUALIFICATIONS:**

1. Knowledge of modern office practices and procedures and skill in operation of common office equipment including but not limited to computer and word processing equipment, typewriter, calculator and copiers
2. Training and experience in specialized secretarial or clerical work including experience in contract negotiations and or personnel operations; experience in office organization and management
3. Ability to proficiently take and transcribe shorthand; ability to transcribe from tape recordings
4. Ability to work effectively with staff and public and respond appropriately in situations requiring specialized knowledge, tact and good judgment
5. Ability to maintain security of sensitive, confidential and privileged information
6. Ability to follow oral and written directions; ability to use independent judgment
7. Ability to plan and conduct complex clerical operations requiring effective accountability and controls
8. Ability to organize, write and prepare reports, letters and legal documents of professional quality; ability to make accurate arithmetical computations and prepare statistical documentation
9. Must pass required tests

**REPORTS TO:** Director - Personnel Services

**JOB GOAL:** To assist in the effective administration of district personnel and employer-employee relations programs by providing clerical, secretarial and technical support services

**PERFORMANCE RESPONSIBILITIES:**

1. Performs variety of responsible secretarial/technical duties related to district employer-employee relations programs; composes correspondence from brief notes and oral instructions; types letters, requisitions, reports, contracts, bulletins, board materials, and miscellaneous legal documents; files answers phones, schedules appointments and meetings, operates office machines
2. Schedules and prepares materials for collective bargaining sessions; takes and transcribes notes and minutes of negotiations meetings; maintains related files
3. Assists personnel administrators in scheduling, gathering information, taking notes and preparing documents for hearings, evaluations and other meetings of highly confidential nature
4. Provides information and assistance to staff and public requiring use of initiative, independent judgment and knowledge of employer-employee relations/personnel policies, regulations and guidelines
5. Checks, prepares, assembles and tabulates materials and information from various sources to produce miscellaneous records and reports as needed
6. Assists with variety of personnel department activities such as test administration and recordkeeping, recruitment scheduling and

- preparation, employee orientation, wage and salary surveys, classification studies, etc.; assists with other district projects as needed
7. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; confidential schedule, class 12

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedure and consistent with collective bargaining agreements when applicable