

TITLE: PERSONNEL ASSISTANT III (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 a personnel operation; experience in office organization and management
 3. Ability to work effectively with staff and public and respond appropriately in situations requiring specialized knowledge, tact and good judgment
 4. Ability to maintain the security of sensitive, confidential and privileged information
 5. Knowledge of District policies and procedures and California Education Code sections relating to personnel; ability to interpret and apply applicable personnel policies, procedures, laws, rules and regulations
 6. Ability to follow oral and written directions; ability to use independent judgment and train and supervise work of others
 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: Assistant Superintendent – Personnel Services

JOB GOAL: To assist in the effective administration of the district personnel program by providing clerical, secretarial and technical support services

PERFORMANCE RESPONSIBILITIES:

1. Provides secretarial support to Assistant Superintendent, Personnel; performs variety of responsible secretarial/technical duties related to district personnel programs; composes correspondence from brief notes and oral instructions; types letters, requisitions, reports, contracts, bulletins, job descriptions, employment verifications, resolutions, board materials and miscellaneous legal documents; files, answers phones, schedules appointments and meetings, operates office machines
2. Provides information and assistance to staff and public requiring use of initiative, independent judgment, and knowledge of personnel policies, regulations and guidelines
3. Assists personnel administrators in scheduling, gathering information, preparing documents, taking notes and other necessary preparations for hearings, negotiations, evaluations and other meetings of highly confidential nature
4. Receives and processes personnel requisitions and maintains related records
5. Assists in planning and scheduling of recruitment activities including placement office contacts, travel arrangements, document preparation and maintenance of records and files
6. Provides orientation and receives required documentation for new employees including fingerprinting, medical reviews, certification, etc.

7. Assists in developing and monitoring department budget; performs routine bookkeeping tasks associated with position; conducts inventories of supplies and equipment and maintains related records
8. Checks, prepares, assembles and tabulates materials and information from various sources to produce miscellaneous records and reports as needed
9. Gathers materials and prepares responses to subpoenas and other requests for personnel records
10. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; confidential salary schedule, class 16

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

02/00