

Alameda County Office of Education

JOB TITLE: Human Resources Assistant (Range 14 CSEA)

JOB SUMMARY:

Provides support to the Human Resources office staff and operations; provides general information and assistance to employees, administrators, job applicants, and the general public..

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Greets visitors, answers phones, screens and directs calls, and follows up on requests.

Performs clerical work, including typing, proofreading, computer data entry, filing, checking, and recording information on records.

Performs fingerprinting, including rolling fingerprints, transmitting to the Department of Justice, following up, tracking clearances, maintaining fingerprint files, receiving money and preparing it for deposit.

Checks records and documents for accuracy, completeness and compliance with established guidelines.

Schedules appointments, facilities, and equipment.

Processes forms and claims.

Performs employment verifications.

Operates a personal computer and software, Livescan fingerprinting and other office equipment.

Provides basic information regarding Human Resources policies and programs.

Inputs employee information into computer system.

Sorts, files, maintains, and retrieves documents.

Receives and distributes mail.

Posts job openings and maintains current listings of available positions.

Maintains interest card system for potential employees.

Performs related duties as required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

Prepare and maintain records and files.
Perform clerical work and administrative tasks.
Interpret, explain, and apply procedures, policies, and regulations.
Compose a variety of documents.
Arrange meetings and travel.
Keyboard at 40 WPM from clear copy.
Establish and maintain effective relationships.
Operate modern office equipment.
Meet schedules and time lines.
Plan and organize work.
Prepare reports.
Perform math calculations quickly and accurately.
Communicate effectively orally and in writing.
Understand and follow oral and written directions.
Perform a variety of clerical duties.
Operate personal computer and software.
Fingerprint and operate fingerprinting equipment.

KNOWLEDGE OF

Modern office practice and procedures.
Department operations and policies.
Interpersonal skills.
Operation of office equipment and software.
Telephone etiquette.
Correct use of oral and written English.
Fingerprinting procedures and equipment.
Record-keeping techniques.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide using whole numbers.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually quiet.

Approved By: Personnel Commission
Approved Date: February 19, 2009