

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

REPORTS TO: Superintendent, Assistant Superintendent, Business Manager

JOB GOAL: Supports human resources department by screening applicants; orienting new employees; maintain personnel files and manage accident reporting claims.

QUALIFICATIONS: Administrative Writing Skills, Verbal Communication, and Strong Computer Skills. Ability to: Maintain Employee Files; Orient Employees; Professional, Strong Organizational Skills; Ability to Work as Part of a Team; and Maintain Confidentiality

PERFORMANCE RESPONSIBILITIES:

- Prepares and submits job postings, provides job candidates with application information, collates applications and prepares files for interviewing; notifies existing staff of internal opportunities.
- Prepares and maintains certification records, contracts, reasonable assurance documents.
- Administers substitute data base and assignments as needed, prepares FMLA paperwork; provides employees eligibility of benefits packets; assists with form completion; documents submission of necessary paperwork.
- Monitors unemployment claims by reviewing claims and substantiating documentation; reports to administrator.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications; tracks vacation, sick, and personal leave time.

- Orients new employees by providing orientation information packets; reviewing district policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.

- Documents human resources actions by completing forms, reports, logs, and records.

- Updates job knowledge by participating in educational opportunities; reading professional publications.

- Supports human resources department and organization mission.

Performs all other duties as assigned.

TERMS OF EMPLOYMENT:

40 hours per week, 12 paid holidays, 2 weeks vacation time- first 3 years of service

Sick Leave: 15 Days/Year

Salary Range: \$15.54 - \$23.10

Evaluation: Performance for this position will be evaluated annually by the central office administrators based on the role description

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodations to be determined by management on a case by case basis.**

Approved by: _____ Date: _____
Superintendent of Schools