

- ' Copies/Scans/Files documents/forms for the purpose of maintaining accurate and up-to-date records.
- ' Collects/Inputs/Retrieves data from the computer database systems to maintain information and records.
- ' Serves as backup receptionist for the office by answering telephones and directing callers and visitors to the proper source.
- ' Organizes TB clinics yearly for the purpose of ensuring that all employees are up-to-date with their TB clearance.
- ' Administers/Processes the Instructional Aide Assessment exam for the purpose of providing job candidates that meet Education Code and NCLB requirements.
- ' Assists the personnel staff as needed to provide support in the completion of their duties.

Skills, Knowledge and/or Abilities Required:

- ' Skills to:
 - ~ perform difficult and responsible secretarial work;
 - ~ make mathematical calculations with speed and accuracy;
 - ~ use a computer for word processing, data entry and spreadsheet applications;
- ' Knowledge of:
 - ~ personnel law and practices;
 - ~ public relations;
 - ~ records management;
- ' Ability to:
 - ~ learn and apply school district procedures, rules and regulations;
 - ~ interpret and explain Education Codes, rules and regulations related to area of responsibility;
 - ~ compose correspondence independently;
 - ~ understand and carry out oral and written directions;
 - ~ maintain cooperative relationships with those contacted in the course of work;
 - ~ work a flexible schedule when needed.

Education Required:

- f High school diploma or the equivalent.
- f Formal or informal education equivalent to completion of twelfth grade with supplementary training in office practices and procedures, data entry, and word processing and spreadsheet applications.

Experience Required:

- f Experience working in a personnel office preferred.

