

JOB DESCRIPTION

Job Title: *Human Resources Receptionist/Assistant (9779)*

Job Summary:

The job of Receptionist-Human Resources is done for the purpose/s of greeting callers and visitors to the Tulare County Office of Education (TCOE) administrative offices and conference center and to support the human resources department with the recording of employee data and the maintenance of employee records, data bases and personnel files.

Essential Functions:

Greets individuals for the purpose of directing them to the appropriate department, individual, or meeting room.

Answers/operates the telephone system at the county office reception desk for the purpose of greeting callers and directing them to the appropriate individual.

Provides general information about the county office such as the location of departments or offices, employees within the organization, or services provided.

Receives/disseminates telephone messages for the purpose of providing information to, or requesting information from TCOE staff members.

Assists Human Resources staff for the purpose of providing a variety of general clerical support.

Schedules/maintains room reservation schedules for TCOE and Doe Avenue building meeting rooms for the purpose of ensuring that reservations made by individuals are accurately documented and facilities are prepared per their instructions.

Accepts payments for various TCOE events/activities, maintains an inventory of tickets, maintains accounting of money collected, and prepares deposits.

Inputs and maintains human resources records such as employee calendars, professional development and licensure, TB status.

Performs large document merge operations for the purpose of mailing individualized notices to employee groups such as annual notifications and reasonable assurance.

Assists with the scheduling and the administration of pre-employment assessment examinations.

Compiles forms and packets for a variety of uses such as new hires, orientation and pe

Experience Required: