



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ADMINISTRATIVE ASSISTANT-HR (CONFIDENTIAL)

DEFINITION:

Under minimal supervision of the Director, this position performs a variety of complex technical tasks and provides varied high-level administrative support to the various operational aspects of the Human Resources department. This position is in the Confidential classification and handles all of the administrative support elements of employer-employee relations' matters which requires a great deal of discernment and discretion.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Perform technical and complex administrative support tasks related Human Resources function with the Department of Education and Tehama County school districts.
- Coordinate and administer the on-line recruiting system with direction and guidance from Human Resources staff including maintenance of all job postings and reference libraries.
- Manage the job opening process through the on-line recruitment system. Responsible for initial screening, communication and coordination with screening panel and interview panel. Schedule all interviews.
- Provide technical assistance for managers, applicants, and job seekers through the application and hiring process.
- Serve as the main point of contact for new employees through the electronic on-boarding process. Responsible for ensuring new employees receive and fill out all required documents prior to start date.
- Administer various employment tests as directed.
- Maintain a variety of department calendars and make appointments as necessary.
- Greet visitors and provide information requested based upon discretion and departmental policies and procedures.
- Enter information and maintain a variety of databases including personnel files and related employer-employee relations information.
- Compile a variety of reports and statistical data for a variety of audiences including employer-employee relations negotiations.
- Create and prepare a variety of correspondence, documents, and forms independently with minimal direction.
- Establish and maintain filing/record keeping systems from both hard paper and electronic sources.
- Maintain confidential information such as personal employee information.
- Prepare purchase orders and maintain inventory of office supplies, and materials.
- Coordinate arrangement for travel, meetings, and professional development. May attend meetings when necessary.
- Arrange workshops including flyers, speaker(s), facility, name tags, and other related tasks.
- Prepare departmental outgoing mail on a daily basis and receive, sort, and screen individual department mail.
- Understand, use, and stay current with a variety of computer programs.
- Serve as backup to LiveScan technician as needed.
- Perform other duties as assigned.
- Drive occasionally for department business (optional).



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Job Description
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EDUCATION AND EXPERIENCE REQUIREMENTS:

- Equivalent to the completion of the twelfth (12th) grade supplemented by training in secretarial skills or relevant computer software applications programs.
- Five (5) years of varied, progressive clerical support experience preferably involving some public contact. Can substitute two (2) years of work experience at the Administrative Assistant II level or one (1) year of work experience at the Administrative Assistant III level at TCDE.
- A varied combination of applicable post-secondary education coursework and experience will be considered on a case by case basis.

KNOWLEDGE OF

- Business letter writing (letters, reports and miscellaneous correspondence) and the standard format for reports and correspondence keeping within department specific protocols.
- Modern office administrative and secretarial practices and procedures related to the department assigned.
- Computer applications related to the work including: word processing, database, spreadsheet software, and web-based programs.
- Modern office administrative practices and procedures related to Human Resources.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- English usage, grammar, spelling, vocabulary, and punctuation; business arithmetic and basic statistical techniques.
- Principles and practices of data collection and report preparation.

ABILITY TO:

- Maintain confidentiality.
- Perform responsible administrative and secretarial support work with accuracy, efficiency, with little supervision. Provide varied, responsible secretarial and office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the Tehama County Department of Education and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple tasks, phone calls, customer requests and other miscellaneous demands as necessary for assigned responsibilities.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Use a client-centered approach to all telephone conversations, giving information and responses appropriately and within department guidelines.
- Typing at a level necessary for expected job performance.
- Prioritize workload, recognizing legal and policy implications of decisions; effectively handle a variety of simultaneous functions in a multi-operational department.
- Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment.
- Analyze situations carefully and adopt effective courses of action.
- Establish and maintain effective working relationships with staff and the general public.
- Operate word processing, database, desktop publishing, spreadsheet, and web-based computer programs as well as a variety of office equipment.
- Work effectively with constant interruptions.



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PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: _____ February 20, 2015 _____	Revised: _____ June 29, 2021 _____
APPROVED	
Print Name: _____ Chiny Clawson _____	Title: _____ Director, Human Resource Services _____
Signature: _____ <i>C. Clawson</i> _____	
Date: _____ <i>6/30/21</i> _____	