

FORESTVILLE UNION SCHOOL DISTRICT
Job Description

JOB TITLE: District Secretary, Human Resources, and Payroll Technician

WORK YEAR: Twelve (12) Months
RESPONSIBLE TO: Superintendent

GENERAL DESCRIPTION:

The District Secretary, Human Resources, and Payroll Technician is a Confidential employee of the District and is not represented by the School Classified Employee's Association #201. The District Secretary, H.R., and Payroll Technician works under the general supervision of the District Superintendent and the Chief Business Officer performing a variety of secretarial tasks in support of the Business Office, School Offices, and District Office. This position requires fingerprint clearance, TB testing, as well as CPR and First Aid certification.

TYPICAL DUTIES:

1. Receive office visitors and telephone callers; answer questions concerning district affairs, refer persons to another source or make appointments for the Superintendent as appropriate.
2. Handle and sort Superintendent's mail.
3. Type all correspondence for the Superintendent and Chief Business Officer, including confidential communications.
4. Prepare correspondence independently on matters not requiring personal response from the Superintendent.
5. Maintain all district records and files, including archives and those of a confidential nature.
6. Prepare agendas and compile related support documents for school board meetings; post agendas in compliance with legal provisions.
7. Prepare minutes of school board meetings.
8. Prepare all necessary periodical reports as required by State and Federal Governments.
9. Prepare such other non-periodical reports as are required by other governmental agencies.
10. Maintain the Education Code, Board Policy, and the Administrative Regulations, in a current and up-to-date manner; research appropriate sections as requested.
11. Maintain/audit instructional minutes/bell schedules for the school site.
12. File necessary paper work for new employees, i.e. unit records, credentials, appropriate hiring paperwork, TB tests, etc. and assist in other personnel matters.
13. Fingerprint and process all clearance information for walk-on coaches, volunteers, and newly hired certificated and classified personnel.
14. Maintain staff seniority lists and layoff status.
15. Oversee and process Workers Compensation Claims and maintain files for audit purposes.
16. Post and advertise positions, set up interview panels, schedule interviews, etc.
17. Establish and maintain a variety of personnel records for all District personnel.
18. Maintain Position Control records.
19. Maintain absence records for all staff
20. Produce and maintain all contracts for certificated and classified employees
21. Verify and maintain all payroll-related documentation, such as Forms I-9 and W-4.
22. Audit, verify, and calculate payroll and resolve payroll discrepancies.
23. Process payroll-related liabilities and W-2 forms.
24. Receive and document miscellaneous income and prepare deposits as directed.

QUALIFICATIONS:

Modern office practices and procedures; school district policies and procedures; State and Federal regulations related to education; correct business vocabulary usage, spelling, and punctuation.

Knowledge of:

- Correct English usage, spelling, grammar, vocabulary, and punctuation
- Oral and written communication skills
- Financial and statistical record-keeping techniques
- Basic research methods
- Operation of a computer and assigned software
- Interpersonal skills using tact, patience, and courtesy
- Principles of training and providing work direction
- Methods of collecting and organizing data and information
- Business letter and report writing techniques
- Basic math

Ability to:

- Operate and care for office machine
- Understand and carry out verbal and written instructions
- Deal with the public effectively and tactfully
- Perform a wide variety of clerical and secretarial duties
- Communicate effectively both orally and in writing
- Establish and maintain cooperative working relationships with others
- Learn District organization, operations, policies, and objectives
- Compile and verify data and prepare reports
- Proficiently use current district computer operation system and applications software
- Maintain confidentiality of sensitive and privileged information
- Compose correspondence and written materials independently or from oral instructions
- Maintain consistent, punctual, and regular attendance

Experience:

- Three (3) years experience as a secretary, including at least one (1) year in a school district setting or equivalent preferred. Experience in Human Resources, complex accounting, record keeping, and payroll functions.

Education:

- Graduation from high school or equivalent.

Physical Demands and Working Conditions:

Light Work: Positions in this class perform work which is primarily sedentary; lifting, pushing and/or pulling which normally does not exceed thirty (30) pounds.

Mobility: Positions in this class require the mobility to stand, stoop, reach, push, pull, kneel, crouch, and bend.

Vision: Constantly; in typing, sorting reading paperwork/computer screen, and maintaining a safe work environment. Positions in this class require vision (which may be corrected) to read small print.

Speech/Hearing: Constant use of speech/hearing in communicating with coworkers, supervisors, and answering phones.

Office environment: sitting at a desk for a major portion of the day with frequent interruptions, intermittent computer use, as well as standing, walking, and lifting no more than 30 pounds. Work involves sitting, standing, and walking indoors.