

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: HUMAN RESOURCES ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Director-Employee Resources or Senior Director-Certificated Human Resources, or assigned supervisor, perform a wide variety of responsible clerical and administrative support duties related to the Human Resources Division; prepare and maintain a variety of records and reports as it pertains to the Human Resources Division. Must be able to exercise independent judgment and work independently.

#### **REPRESENTATIVE DUTIES:**

Receive and record incoming substitute requests, certificated or classified, maintain related files. *E*

Assist with the process of maintaining substitute databases; process necessary follow up notices according to the needs of the Human Resources Division. *E*

Assist in the preparation and maintenance of appropriate records and reports of absences; submit reports to management as directed. *E*

Maintain and process TB skin test database; notify employees when appropriate. *E*

Sort and distribute incoming U.S. and intra-District mail. *E*

Provide clerical support and assistance to other Human Resources management staff as needed. *E*

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Operation of a computer workstation and standard office equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and étiquette.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

##### **ABILITY TO:**

Perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a school or District function.

Learn and apply laws, rules, regulations involved in assigned clerical activities.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Operate a variety of office equipment including computer workstation as required by the assignment.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Complete work with many interruptions.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of general clerical experience including some experience with automated office equipment.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate office equipment, hearing and speaking to exchange information in person or on the telephone, seeing to proofread documents and typing assignments, and sitting for extended periods of time, bending, pushing, lifting, and moving objects weighing up to 25 pounds.