

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: Administrative Assistant V
Human Resources**

Department: Central Office

**Grade I
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: June 2018

**Reports To: Chief Human
Resources Officer**

Purpose of Job

The purpose of this job is to provide excellent customer service to external and internal clients and perform administrative functions to support the Chief Human Resources Officer and the HR office as a whole. Maintains high level of confidentiality with all aspects of communication and the HR function. Acts as point of contact for employee concerns, and provides administrative support to the Human Resource function.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Create customer first culture within the HR Dept. and CMCSS. Maintains the highly confidential nature of human resources work.

Prepares routine and confidential correspondence, letters, memoranda, forms, reports and other documents and disseminates appropriately.

Collects data for the completion of Civil Rights and Bullying Compliance report to be submitted to the Tennessee Department of Education.

Collects and coordinates data for the completion of EEO-5 report; processes and analyzes information, prepares final report to submit to EEOC Office to be compliant.

Acts as point of contact for employee concerns, directing employee to correct resources.

Registers and tracks all CMCSS classified/certified fingerprint applicants. Coordinates fingerprinting process of applicants, observation/student teaching, tutors, and Express Employment . Maintains excel spreadsheet of all fingerprinted for CMCSS.

Receives and maintains records of all student observation/placements requests and Affiliation Agreement with the state of TN and the University.

Coordinates employee grievance/disciplinary hearings and maintains confidential working file.

Coordinates calendar activities, to include planning/scheduling appointments, interviews, meetings, etc.; notifies parties involved. Plan and prepare for meetings and special events, to include invitations, responses, planning menus, facilitating meeting setup.

Coordinator for Employee Classified Representatives meetings and prepares and distributes the meeting minutes.

Tracks all DCS reports.

Maintains spread sheet and prepares files for student to student sexual misconduct and harassment reports.

Responsible for all accounting functions related to Human Resources Department, provides monthly budget report for the Chief Human Resources Officer.

Prepares purchase requisitions, check requests, Munis data entry as required.

Prepares bi-monthly New Hire Reports, for the Tennessee New Hire Reporting Program.

Maintains inventory of departmental supplies; initiates orders for new or replacement materials.

Receives, opens and distributes incoming mail; prepares outgoing mail.

Assists with any HR events as needed.

Responds to routine and confidential requests for information or assistance from local and state officials, law enforcement agencies, members of the staff, the public or other individuals.

Maintains and schedules recruitment trips and prepares information on spread sheet, for the Director of Educator Quality.

Set up informational packets for job recruitments.

Provides administrative support to Director of Educator Quality as needed.

Assists with policy, procedures and form reviews and revisions/maintains spreadsheet of all HR documents.

Provides Administrative support for the Collaborative Conferencing Committee.

Provides Administrative support for the Business Advisory Council.

Prepares updates/revisions for all job descriptions and places them on the CMCSS website.

Maintains job descriptions for Market Analysts.

Provides assistance to the Front Reception Desk when requested.

Assists with preparation of employee ID badges

Coordinates CMCSS Years of Service certificates to all locations.

Coordinates CMCSS retirement ceremony/invitations.

Arrange travel accommodation for staff development.

Ensures that the Tennessee State/Federal labor law posters are updated according to the laws.

Uses knowledge of various software programs such as Microsoft Word, Excel, Outlook and Munis, to operate a computer in an effective and efficient manner.

Provides excellent customer service when answering telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary. Greets visitors, ascertains nature of business, assists and/or directs visitors to appropriate person.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma (or GED) required, with three to five years of administrative experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which includes a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Assistant

V-Human Resources. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Assistant V-Human Resources.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Administrative Assistant V-Human Resources.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Human Resource practices as they pertain to the performance of duties relating to the job of Administrative Assistant V-Human Resources. Has general knowledge of Human Resource practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and

activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work without direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date