

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

**Job Title: Administrative Assistant II - Department: Central Office
Human Resources**

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

Job Description

Date Reviewed: June 2019

**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 Human Resources Department as a whole. Maintains high level of confidentiality with all aspects of communication and the HR 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.

Creates customer first culture within the HR Dept. and CMCSS.

Maintains tracking sheet for all FMLA requests, returns and employees currently on Leave of Absence

Maintains tracking sheet for out-processing certified employees for retention purposes.

Creates and distributes all FMLA related correspondence including confirmation/denial letters to the employee, supervisors and human resource personnel.

Serves as main point of contact for employment verification and related employee information requests.

Processes loan forgiveness and experience verification forms as requested.

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

Serves as Custodian of official employee personnel files, prepares copies as requested and ensures files are in compliance with local policy and applicable laws.

Assists with employee & supervisor requests to view personnel files.

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.

Organizes and manages all active and inactive personnel files located in the HR Department.

Works with DocuPhase program to ensure proper digital records and files, including handling the scanning and attaching of new paperwork to digital files and handling name and status changes where needed

Coordinates HR forms, ensuring updated forms are distributed to schools and work locations.

Prepares department copies as needed.

Properly disposes of outdated confidential paperwork within the HR department

Assists with new employee orientation material packets when needed.

Assists with preparation of employee ID badges

Assists with any HR events as needed.

Provides assistance to the Front Reception Desk when requested.

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

Picks up and delivers documents when requested.

Serves as a backup for fingerprinting and background check processes.

Serves as a backup for providing dependent tuition discount forms for the Benefits Department when needed.

Handles CMCSS Employee names changes as needed.

Handles CMCSS Employee requests for withdrawal of sick leave.

Handles CMCSS Employee requests for address changes.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

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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.

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 II. Has general knowledge of Human Resources 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, 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. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little 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.

(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 and equipment which includes a computer, printer, 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 information. This 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 II. 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Assistant II.

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.

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

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.

COLOR DISCRIMINATION: Requires 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 considerable stress when confronted with an emergency.

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.

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