

KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW APPROVED NOVEMBER 2009
RANGE: 38.5
CODE: 4

HUMAN RESOURCES ASSISTANT

DEFINITION

Under general supervision, to operate computer, scanner and other necessary equipment for assignment;

to produce a wide variety of typed materials and documents using various software programs and transcription equipment;

to do other related work as required.

EXAMPLES OF DUTIES

Operate computer equipment and/or scanner to produce letters, job descriptions, eligibility lists, memoranda, reports, forms, and other related printed material;

plan layout and format following instructions, or by following a predetermined procedure;

utilize a variety of software such as Microsoft Word, Excel, and Desk Top Publishing in the layout and development of forms, reports and other production or web based materials;

individualize form letters;

make corrections, deletions, insertions and revisions to materials stored in a data management, storage and retrieval system;

review printed material for accuracy, correct spelling, punctuation, grammatical usage, format and spacing;

establish and maintain indices and files of data storage system and laserfiche;

assist in the planning, development and implementation of data storage system coded documentation, laserfiche and on-line postings;

develop, maintain, merge and sort mailing lists, and prepare letters, envelopes, and labels for large mailing projects;

order supplies as needed;

perform other general clerical functions, such as copying, collating, proofreading, duplicating and maintaining simple records and inventories;

scan documents as needed into laserfiche storage system;

act as receptionist in assigned area;

assist staff in preparing for meetings, and events as needed.

QUALIFICATIONS

Knowledge of:

Standard office methods, practices and procedures;

a variety of computer software applications;

appropriate English usage, spelling, punctuation, grammar, and highly technical terminology.

Ability to:

Type or keyboard at a net corrected speed of 45 words per minute for sustained periods;

make arithmetical calculations rapidly and accurately;

understand and carry out oral and written directions;

maintain confidentiality with work related material;

establish and maintain cooperative working relationships.

Experience:

Two (2) years of skilled clerical or general office experience, including training or experience with word processing and computer equipment.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in typing, word processing and office practices.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

ST: gs

11/17/15

G:\Human Resources Assistant.doc