

JEFFERSON COUNTY SCHOOLS
Job Description
HUMAN RESOURCES SECRETARY Addendum B

SECRETARY III – HUMAN RESOURCES DEPARTMENT

In addition to the Performance Responsibilities, Qualifications, Physical Demands, and Work Environment contained in the Secretary job description, the following are applicable to the secretary assigned to the Human Resources Department:

GENERAL

- Insure confidentiality in all aspects of the Human Resources function
- Maintain adequate inventory of office supplies including stationery
- Answer calls and direct visitors as needed
- Prepare correspondence as directed by Personnel Director
- Manage all Human Resources Department mail, incoming and outgoing
- Other duties as assigned

JOB VACANCIES

- Identify vacancies from retirements/resignations, transfers, newly created jobs
- Verify approval from Coordinator of Human Resources (Superintendent when necessary)
- Prepare job postings, as needed (or as directed by Superintendent) –online; paper-based
- Prepare certified mail of vacancy announcements when required by Code
- Distribute job postings from distribution list.
- Maintain archival record of job postings and job descriptions on fiscal year basis
- Maintain applicant lists for each job posting.

BOE RECOMMENDATIONS

- Identify BOE recommendations from retirements/resignations, transfers, parent volunteer lists, statutory mandates such as supervisory aides, reclassifications, job abolishments, contract issuance, etc.
- Prepare BOE agenda for Human Resources recommendations within established timelines for regular and special BOE meetings.
- Prepare appropriate job applicant list and related material for BOE meeting.
- Prepare and mail/distribute employment contracts to professional and service employees hired at each meeting
- Prepare and mail/distribute extracurricular contracts for professional and service employees hired at each meeting
- Prepare and mail/distribute substitute service employee contracts for individuals hired at each meeting
- Maintain the appropriate database for each type of contract.
- Prepare mailing to unsuccessful applicants.
- Update and maintain HMS immediately following each Board meeting.

PERSONNEL FILES

- Monitor review of any service personnel file by authorized individuals
- Note legal name changes with appropriate documentation in personnel files and advise appropriate personnel of such change.

EXTRACURRICULAR

- Prepare current list of all extracurricular assignments by school in early spring for verification by principal.
- Prepare recommendations for all extracurricular assignments by school for May/June BOE meeting for upcoming fiscal year
- Prepare contracts for every extracurricular assignment at each BOE meeting
- Maintain updated database of extracurricular information after each BOE meeting, as well as contract and evaluation check-off

SUBSTITUTE SERVICE PERSONNEL

- Provide test administrator listing of appropriate test candidates.

CURRENT APPLICANT FILES

- Monitor receipt of applications for employment
- File applications for service personnel jobs
- Keep applicant files updated

SUBSTITUTE EMPLOYMENT MANAGEMENT SYSTEM (SEMS)

- Operate SEMS (Substitute Employee Management System), as assigned
- Serve as back-up operator for the SEMS system, as assigned