
HUMAN RESOURCES / TECHNOLOGY ASSISTANT

REPORTS TO: Human Resources Specialist

QUALIFICATIONS:

1. High School Diploma; College preferred.
2. Experience in working with computer networks, including a variety of operating systems and platforms preferred.
4. Customer service, computational, organizational, and communication skills.
5. Desire and ability to work with students and effectively communicate with staff, students, and parents.
6. Proficient in Windows 7, Microsoft Office applications, Google resources, and networking.
7. Strong communication, public relations, and interpersonal skills.
8. Ability to work with constant interruptions and with various district employees.

PRIMARY PURPOSE:

To provide excellent technical administrative support to teachers, administration, and other district employees. Prepare and insure the accurate processing of payroll.

TERMS OF EMPLOYMENT: Noncontractual (At-Will), Clerical/Technical Pay Grade 3

226 days, estimated 8 hours daily, **Wage/Hour Status: Nonexempt**

MAJOR RESPONSIBILITIES AND DUTIES:

1. Compile, maintain, and file all reports, records, and other documents as required.
2. Copy, organize and distribute materials to campuses and other individuals as needed.
3. Receive, store, and issue supplies and equipment.
4. Communicate common service tips to district staff and develop a knowledge base for user self-help.
5. Provide complete and accurate information, while maintaining confidentiality, in the conduct of district business.
6. Research information as needed for technology support.
7. Prepare and post payroll changes including payroll deductions, salary changes, termination, and new payroll information for all employees.
8. Maintains physical and computerized payroll files.
9. Manage and facilitate TimeClock Plus, including but not limited to, time keeping, substitute module, leave and payroll interface.
10. Maintain and update sick bank and sick leave records on employees.
11. Comply with district policies, as well as state and federal laws and regulations.
12. Participate in the staff development training programs to improve job performance.
13. Participate in meetings and special events as assigned.
14. Act professionally and ethically and adhere at all times to the professional Code of Ethics.

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15. Maintain positive and cooperative working relationships with colleagues and others in the conduct of district business and demonstrates teamwork in daily activities.
16. Is prompt, timely, and thorough in completing assignments and attending to details accurately and efficiently.
17. Is regular in attendance and complies with notification procedures for absences.
18. Maintains confidentiality of information.
19. Assists Human Resources Specialist/Director of Technology as needed.
20. Complies with directions and instructions from supervisor and performs other tasks and assumes such responsibilities as may be assigned.

EQUIPMENT USED: Uses a calculator, copier, computer, fax machine, and other office equipment.

WORKING CONDITIONS:

Mental Demands: Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; ability to perform basic arithmetic; ability to perform multiple tasks.

Physical Demands/Environmental Factors: Moderate standing, walking, stooping, bending and lifting. Work with frequent interruptions; repetitive hand motions; prolonged use of a computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required 05/2018 MG

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____