



## Human Resource Secretary Job Description

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**Job Title:** Human Resource Secretary

**Reports to:** Assistant Superintendent of Human Resources

**Dept./School:** Human Resources/Central Administration

**Primary Purpose:**

Organize and manage the routine work activities of an administrative department office and provide clerical services to the director of human resources and other staff members.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to develop spreadsheets and databases and do word processing

**Experience:**

Three years secretarial experience, preferably in a public education environment

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence**

1. Prepare correspondence, forms, manuals, schedules, contracts, and reports for the assistant superintendent of human resources and other department staff members.
2. Prepare recruitment and new-hire packets.
3. Process and receive criminal history record information on applicants and volunteers, references, and other application materials.
4. Compile pertinent data as needed when preparing various state, and local reports, including school board report and Texas Employer New Hire Report.
5. Initiate and maintain physical and computerized departmental files for all employees and applicants including verification of completeness of files.
6. Responsible for online application process, including verifying completeness of files, sending acknowledgement cards, and notifying those not selected for employment.
7. Assist with the purging of inactive HR records.
8. Process requests for official district records, including maintaining log of requests for records.



## Human Resource Secretary Job Description

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### Recruitment

9. Organize recruiting trips for the district and participate in recruiting fairs at universities and other organizations.
10. Participate in regional job fairs.
11. Develop and maintain recruiting materials and displays.
12. Develop and maintain active liaison with college and university career teacher preparation officials and placement offices, Regional Educational Service Center staff, professional associations, and other recruiting resource organizations.
13. Coordinate the assignment of student teachers, observers, and field experience requests from local universities and preparation programs.

### Employment

14. Coordinate annual distribution of the employee handbook.
15. Post job vacancies on district and Region VII websites along with various other professional/educational websites as applicable.
16. Organize and compile materials for new employee orientation.
17. Assist with distribution of employment contracts.

### Accounting

18. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
19. Prepare and process purchase orders for human resources, student services and volunteer coordinator.

### Other

20. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
21. Greet visitors and assist employees and applicants with completing applications and required paperwork.
22. Prepare ID badges for district employees and substitutes.
23. Organize retirement recognition activities.
24. Organize teacher of the year activities.
25. Make travel arrangements for department.
26. Receive, sort, and distribute mail and other documents to department staff as needed.
27. Maintain confidentiality of information.



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28. Comply with federal and state laws, as well as TEA and local board policies, procedures, and rules.
29. Other duties as assigned.

### **Equipment Used:**

Personal computer, printer, calculator, copier, scanner, shredder, and fax machine.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Frequent walking, standing, stooping, bending, and reaching. Occasional lifting and moving of moderate to heavy objects. Repetitive hand motions; prolonged use of computer. Work with frequent interruptions, maintain emotional control under stress.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_