

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES SECRETARY

BASIC FUNCTION:

Under the direction of the Director of Human Resources, performs a variety of specialized secretarial duties to relieve the director of routine administrative detail.

REPRESENTATIVE DUTIES:

Coordinate applications for classified and academic employment; obtain approval for advertising/filling jobs from appropriate administrators. *E*

Prepare job announcements, newspaper advertisements and general correspondence from rough drafts or oral instructions; distribute job announcements on and off campus. *E*

Prepare folder for collection of applications for specific vacancies with appropriate forms and documents; schedule date and time for Interview/Selection Committee to review applications; reserve room; notify committee and prepare necessary materials. *E*

Perform a wide variety of secretarial duties; edit and prepare a variety of correspondence, memoranda and other materials; compose routine correspondence as assigned. *E*

Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations. *E*

Prepare and maintain a variety of records and files including those of a confidential nature. *E*

Prepare requisitions for travel, subscriptions supplies and other items. *E*

Arrange schedule of meetings including EERC, Task Force and others; type and distribute meetings notices and committee agendas. *E*

Operate a variety of office equipment, such as a typewriter, computer terminal and related software, printer, calculator and copier. *E*

In the absence of the director, respond to the immediate needs of administrators and other staff members as appropriate. *E*

Perform secretarial duties in support of the Director of Human Resources. *E*

Take and transcribe complex dictation of correspondence and confidential materials, including complaint investigation summaries; prepare and distribute as appropriate. *E*

Schedule interviews and reserve interview room; notify Interview/Selection Committee prepare materials for applicants and committee; notify unsuccessful candidates according to established guidelines; process applications and other related materials; conduct campus tours for perspective employees during the interview process as assigned.

Assist in processing new classified employees.

Assist in monitoring budget expenditures and maintaining expenditure records; order and maintain office supplies.

Provide information regarding job vacancies, applications and hiring process in person or over the telephone to staff and general public.

Establish and maintain positive staff and public relations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Goals, objectives, policies and procedures of a personnel department.

Basic public relations techniques.

Modern office practices, procedures and equipment.

Record-keeping techniques.

English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Oral and written communication skills.

District organization, operations, policies and objectives.

ABILITY TO:

Perform a variety of specialized secretarial duties to relieve the Director of routine administrative detail.

Perform difficult and complex secretarial and clerical work in support of the personnel function.

Assemble diverse data.

Maintain confidential, complex and varied files and records.

Type accurately at 55 words net per minute.

Take and transcribe dictation at an acceptable rate of speed.

Interpret and apply specific rules, policies and procedures of the specific office of program to which assigned.

Operate a variety of office equipment, such as a typewriter, computer terminal and related software, printer, calculator and copier.

Establish and maintain effective working relationships with others.

Provide work direction and guidance to others.

Work confidentially with discretion.

Make simple arithmetic calculations.

Understand and follow oral and written directions.

Work independently with little direction.

Communicate effectively with others.

Meet schedules and time lines.

Prepare correspondence and related materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college level course work in secretarial science and office automation equipment and two years secretarial/clerical experience in a human resources office.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal and standard office equipment.

Hearing and speaking to exchange information on the telephone or in person.

HAZARDS:

Extended viewing of a computer monitor.