

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**  
**1200 South Dunton Avenue**  
**Arlington Heights, Illinois 60005-3122**

**Job Description**  
**Personnel Department Secretary A**

**Purpose:**

The job of the Personnel Department Secretary A was established for the purpose(s) of supporting staff within the human resources department, providing information to applicants and employees; maintaining records; and completing assigned projects and tasks.

**Essential Functions:**

- Administers pre-employment proficiency tests for the purpose of ensuring eligibility for employment.
- Assists with the employment process (e.g. callbacks, scheduling interviews, notification, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Maintains a variety of employment files (applicants, eligibility lists, test scores, etc.) and records, compiling pertinent employee information (salary, probationary period, eligibility, etc.) for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with mandated requirements.
- Maintains an inventory of items (e.g. handbooks, applications, benefit packets, personnel forms, etc.) for the purpose of documenting and/or providing reliable information.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting the Personnel Department.
- Prepares a variety of reports and related documents for the purpose of providing documentation and information.
- Processes documents and materials (e.g. applications, changes in employment status, payroll changes, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information and/or providing direction.
- Communicates with other employees, departments, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements.
- Informs employees and applicants regarding a variety of procedures and program requirements for the purpose of providing the necessary information for making decisions, taking appropriate action and/or referring to someone else if appropriate.
- Maintains manual and electronic documents, files and records (e.g. vacancy listings, applicant tracking, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Prepares a wide variety of reports, documents, correspondences of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Conducts new employee orientation (e.g. introducing personnel, payroll, and benefit policies; assisting with enrollment forms, etc.) for the purpose of ensuring employees complete all required paperwork and receive information on current practices and Board policies.
- Develops a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

**Other Functions:**

- Procures supplies and materials for the purpose of maintaining availability of required items.
- Participates in training for the purpose of updating skills as changes occur in District software.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements:**

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent job related software applications; preparing and maintaining accurate records; and planning and managing projects.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation to write routine reports and correspondence; and office methods and practices.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality, establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information; reading and interpreting documents; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, and 5% standing. This job is performed in a generally clean and healthy indoor environment.

**Performance Responsibilities:**

- Receives and responds to applicant letters of interest, phone calls, e-mails, and application requests
- Processes, maintains and distributes employment applications
- Posts and distributes job vacancies, internally, college placement offices, web site, etc
- Coordinates interviews for candidates (scheduling, media and cameras, information for interview team, etc.)
- Maintains a list of qualified candidates and sends letters to unsuccessful applicants for each vacancy
- Processes all applicants for summer school positions and works with administrators to ensure all necessary paperwork is completed
- Updates employee files to document personnel actions and provide information for payroll and other uses
- Compiles data from personnel records and prepares reports (i.e. IWAS Salary Schedule)
- Maintains and distributes the District Employee Directory
- Works with new employees to process all new employee paperwork (e.g. W-4, I-9, Criminal Checks, etc.)
- Ensures that all new non-certificated employees have submitted all of the required paperwork in a timely manner
- Generates and distributes all notification sheets for educational support personnel
- Distributes forms and coordinates reports necessary for personnel matters to all building locations in the district
- Communicates with employees concerning various matters pertaining to terms of employment
- Compute work calendars for all employee groups
- Update personnel records and the electronic employee data base
- Assists with creation, editing, and proofreading Department of Personnel materials
- Maintain and coordinate revision of various handbooks, brochures and forms on an annual bases
- Performs such other duties as may be directed by the Assistant Superintendent for Personnel and Planning

**Education and/or Experience:**

- Associates Degree required and a Bachelor's Degree preferred.
- One to three years previous office work experience preferably in the human resources field.
- Ability to operate a computer and related software such as Microsoft Word, Excel, PowerPoint.
- Use of computers, PC and Mac, copiers, fax machines, laminating equipment, and other office equipment.
- Must be able to pass a typing test at 55 words per minute.

**FLSA Status:** Non-Exempt

**Employee Group:** SASP

**Work Year:** Twelve Months

**Reports to:** Assistant Superintendent for Personnel and Planning

**PHYSICAL DEMANDS**

**Strength and Endurance**

Lifting	Occasional – less than 33%
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

**Mobility**

Standing	5%
Walking	10%
Sitting	85%

**Coordination**

Stooping	Seldom – less than 5%
Kneeling	Seldom – less than 5%
Crouching	Seldom – less than 5%
Crawling	Seldom – less than 5%

**Upper Extremity**

Reaching	Constant – more than 66%
Handling	Constant – more than 66%
Fingering	Constant – more than 66%
Feeling	Constant – more than 66%

**Climbing and Balancing**

Climbing	Seldom – less than 5%
Balancing	Seldom – less than 5%

**Sensory – Talking**

Ordinary	Constant – more than 66%
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**Sensory – Hearing**

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

**Sensory –Vision**

Acuity – Near	Constant – more than 66%
Acuity – Far	Frequent – less than 66%
Depth Perception	Constant – more than 66%
Color Vision	Constant – more than 66%
Field of Vision	Constant – more than 66%

**ENVIRONMENTAL CONDITIONS**

**Temperature and Moisture**

Extreme Cold	Seldom – less than 5%
Extreme Heat	Seldom – less than 5%
Wet/Humid	Seldom – less than 5%

**Noise and Vibration**

Noise	Constant – more than 66%
Vibration	Seldom – less than 5%

**Hazards**

Mechanical	Seldom – less than 5%
Explosive	Seldom – less than 5%
Electrical	Seldom – less than 5%
Radiation Exposure	Seldom – less than 5%
Burn Exposure	Seldom – less than 5%
Other Hazards	Seldom – less than 5%

**Atmospheric Conditions**

Fumes Exposure	Seldom – less than 5%
Mists Exposure	Seldom – less than 5%
Odors Exposure	Seldom – less than 5%
Gases Exposure	Seldom – less than 5%
Dust Exposure	Seldom – less than 5%
Other Atmospheric	Seldom – less than 5%

**Protective Clothing and Devices**

Not Applicable

**Work Environment**

Inside	100%
Outside	0%