

## **Human Resources Secretary** **Job Description**

**TITLE:** Human Resources Secretary

**QUALIFICATIONS:** High School Diploma, course work in secretarial areas at high school level, or post-secondary training at junior college, college or business school.

**REPORTS TO:** Director of Special Education or his/her designee

**FUNCTION:** To assure smooth and efficient operations of the Human Resource department. Ability to handle secretarial work of some complexity and variety in an independent and responsible professional manner. Ability to work accurately and efficiently with attention to detail while following established procedures.

### **RESPONSIBILITIES:**

#### A. Secretarial Support

1. Provide secretarial and related clerical support to the Director or his/her designee and to assist in accomplishing the objectives of the Director or his/her designee and organizational goals.
2. Maintains accurate rosters and personnel records of staff, salary, benefits, and experiences.
3. Facilitates the timely completion of letters, memos, and correspondence.
4. Prepares State forms for submission to ISBE.
5. Types forms, notes, and calendars as needed for employees.
6. Provides timely answers to correspondence/questions regarding any personnel issues, family medical leave, insurance questions, etc...

## B. Communication

1. Disseminates information to administration, staff, and the organization that increase effective practices and communication.
2. Maintains open and positive relationships through verbal and written contacts and materials.
3. Provides ongoing communication with Cooperative and District personnel on matters of policy, and all benefit programs and eligibility procedures.
4. Extends an appropriate public relations image on behalf of the Director or his/her designee and Cooperative.
5. Sends out appropriate notices to staff regarding vacation days, personal days, and specials leaves.
6. Working directly with new staff hires to complete all paperwork necessary.

## C. Management

1. Serves as a liaison with insurance representatives for personnel reports and policy interpretation.
2. Maintains schedules of vacation days, personal days, special leaves, and revisions of work hours for all staff.
3. Updates the staff database and maintains accurate staff lists.
4. Maintains staff files in an updated and orderly manner including the activation of new staff files and deactivation of records.
5. Works directly with KCSEC Technology consultants or staff on any email additions/changes/problems.
6. Completes TRS and IMRF documents required for reporting and compliance.
7. Compiles new applicant data base and documentation and distributes applicants information to the appropriate administrator for recruiting.
8. Compiles new hire packets including all forms to be processed and insurance packets.

9. Works directly with the Sub Caller to ensure appropriate placement of substitute teachers or aides.

D. Leadership

1. Achieves identifiable contributions in the areas of responsibility and accomplishes measurable task performance.

E. Additional Duties

1. Performs other duties as assigned by, Director of Special Education, Assistant Director, his/her designee, or Coordinators.

F. Evaluation

1. Annually by the Director of Special Education, his/her designee, or Assistant Director.