TITLE: **Secretary Human Resources**

QUALIFICATIONS:

1. Has a high school diploma or G.E.D. certificate
2. Has the ability to read and follow written directions
3. Has three years of increasingly responsible secretarial and clerical experience
4. Has the ability to type at a skill level of 50 words per minute
5. Has specialized skills in filing, telephone and computer operation
6. Has the ability to communicate effectively both orally and in writing
7. Has demonstrated competence in correspondence and respect for confidentiality
8. Has prior experience or education that indicates an ability to handle pressure and deal with changing tasks and time schedule
9. Has demonstrated the ability or potential to relate to and work effectively with staff and community

REPORTS TO: Director of Human Resources

JOB GOAL: To assist the Human Resources department in the efficient implementation of various services related to employee onboarding, benefits, and Human Resources Information Systems (HRIS)

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with and follow written statutes, policies, procedures, and directions from supervisor related to job responsibilities
2. Complete verifications of employment for district employees
3. Assist with FMLA related processes and procedures
4. Assist with worker’s compensation related processes and procedures
5. Process all new hire Sick Bank enrollments
6. Process all Kentucky New Hire Reporting forms and record required information in New Hire Reporting Employer Service Portal
7. Process and verify identifications for all I-9 forms
8. Receive, review, and record hours from employee Affordable Care Act (ACA) forms
9. Purge employee files in accordance with state records retention schedule
10. Perform routine office duties of typing, filing, telephone, mail, scheduling, correspondence, etc.
11. Place, receive, and direct telephone calls
12. Assist district employees with employment related questions
13. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 09)
* 8 hrs per day
* 40 hrs per wk.
* 246 days
* 12 months
* Board approved