

**OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE REGULATION**

**JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF PERSONNEL
1010.04AR**

MINIMUM QUALIFICATIONS:

1. High School Graduate
2. Friendly personality
3. Basic computer operating skills
4. Strong organizational skills

REPORTS TO: Director of Personnel

JOB GOAL: To maintain records and files in the Personnel Department.

PERFORMANCE RESPONSIBILITIES:

1. Receives all incoming calls to the personnel office and routes to the appropriate party.
2. Provides assistance to all new employees, including student workers, in applications for W-4; I-9; CANS, and criminal records check.
3. Handles pre-employment activities during onboarding including placing new staff at the appropriate rank and step based on verified previous work experience.
4. Completes data entry for new hires into Frontline, Munis, and other computer applications.
5. Processes Authorization to Start/Stop work documents to communicate staff salary/role information to the Superintendent and Payroll department.
6. Tracks, maintains, organizes, and files for:
 - a) Staff evaluations
 - b) Staff contracts
 - c) Leaves and leave letters for FMLA, Parental Leave, Family Leave, Professional Leave, Medical, and Maternity Leave
 - d) Non-sick leave forms
7. Prepares personnel action list as directed by the Personnel Director for submission to the Superintendent.
8. Completes onboarding for student teachers after the office of student learning has appropriately placed the student teacher in an Oldham County School. Verifies the university has an up-to-date MOA on file.
9. Prepares tutor list for the district
10. Serves as back-up to Workers Comp when needed.
11. Serves as a back-up to the central office receptionist.
12. Other duties as assigned by the Assistant Superintendent for Support Services and Director of Personnel.

TERMS OF EMPLOYMENT:

Compensation will be determined based on 260 contract days on the board approved 109 salary schedule. This position requires an 8-hour workday.