

# ST. MARY'S COUNTY PUBLIC SCHOOLS NON-CERTIFICATED POSITION DESCRIPTION

## HUMAN RESOURCES ASSISTANT I (Grant-Funded)

POSITION: Human Resources Assistant I (Grant-Funded)

REPORTS TO: Supervisor of Human Resources

LOCATION: Department of Human Resources

### NATURE OF WORK:

This is a highly specialized position focusing on clerical work in compiling, verifying, and recording employee data in the Department of Human Resources. Work involves responsibility for a broad range of clerical activities essential for the smooth operation of the school system including but not limited to: maintaining files regarding certification of employees, collecting and updating information as necessary; accessing, updating, entering information into St. Mary's County Public Schools (SMCPS) database systems, and filing and accessing electronic personnel files and documents; While work may involve general clerical tasks, the management of confidential employee information and ensuring accuracy are the primary functions of this position.

### ESSENTIAL FUNCTIONS:

- Assists with onboarding and processing of new hires to SMCPS;
- Enters and maintain employee records in the eFinance system and DocStar;
- Provides administrative support to the Department of Human Resources;
- Responds to various inquiries from parents/guardians, staff, and the general public.
- Greets visitors and directs them to proper location;
- Serves as a liaison between SMCPS and local temporary hiring agencies;
- Performs general clerical work as necessary;
- Maintains confidentiality at all times and represent the system in a positive manner at all times;
- Establishes and maintains effective working relationships with others;
- Operates office machines, including related computers, copiers, calculators, and scanners;
- Utilizes exemplary communication, interpersonal and organizational skills;
- Interacts with the public and SMCPS staff with diplomacy, poise, a positive attitude, and a spirit of cooperation;
- Manages multiple priorities, multi-task, and work independently;
- Cross-trains and serves as a back-up to other members of the Department of Human Resources to allow for continuity of services; and
- Works independently and as part of the team, while managing multiple tasks, to achieve a quality work product and environment.
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### DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the Department of Human Resources, including, establishing new hire electronic files; scanning documents into employees' electronic files; compiling letters and documents, and maintaining confidential employee files;
- Use programs required to complete assigned work, i.e., Word, Excel, PowerPoint, Google Docs, Google Sheets, etc.;
- Maintain computer and hard copy files in such a manner that ensures easy access to information;
- Maintain confidentiality of reports, records, correspondence, and communications;
- Prepare and type reports, letters, inventories, presentations, and maintains files;
- Support the overall operations of the Department of Human Resources;
- Demonstrate courteous and professional treatment of all students, parents, and employees of SMCPS;

- Assist with updating, verifying the accuracy, and distribution of assignment letters to all personnel annually and throughout the school year as new employees are hired and existing employees change positions and/or ranges/steps;
- Assist with verifying employment of past and present employees in a timely fashion;
- Assist with contacting references of applicants;
- Ability to manage multiple tasks; and
- Perform other duties as assigned by the Chief of Staff and Supervisor of Human Resources.
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**QUALIFICATIONS:**

- High School diploma or equivalent required;
- Minimum of two years of experience as a public school system secretary required;
- Passing score on a proficiency exam conducted by SMCPS required (applicants must establish proficiency prior to accepting employment);
- Knowledge of SMCPS personnel, policies, and activities;
- Knowledge of SMCPS Negotiated Agreements for EASMC, EASMC-ESP, and SMASA;
- Hold or be willing to obtain Maryland Certification Authorized Partner Associate (CAPA) status through MSDE (may require one day of training with the Maryland State Department of Education)

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 17.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP