

## **Fairfield Public Schools**

**Title:** Administrative Secretary II (Human Resources)

**Job Purpose Statement:** Provides secretarial, clerical, and records keeping work of a confidential and responsible nature for the Director of Human Resources; and maintains the District employment application records, including the on-line district application system.

**Supervision Received:** Receives general supervision from the Director of Human Resources, and some task supervision from the Executive Secretary; works independently within functional area.

**Supervision Exercised:** None.

### **Essential Job Functions:**

Performs clerical administrative and computer tasks in coordinating job application procedures, receiving and processing candidate applications; verifying information and tracking applications through interview and hiring process; communicating with applicants to maintain current data, ensures complete screening of applicants; updates data into on-line application system; and summarizes application activity in narrative and statistical reports on-line and to Director of Human Resources.

Coordinates and attends local recruitment and job fairs. Handles recruitment web site maintenance (e.g. Applitrack, CT REAP, District and CEA Vacancy). Composes, designs layout and posts all personnel vacancies on Applitrack. Posts employment vacancies in appropriate newspapers and educational publications.

Manages attendance of teachers at districtwide professional development activities. Responds to teacher and administrator questions related to professional development in Protraxx.

Responsible for employee identification security system. Creates and issues new employee identification badges. Reissues missing, damaged and relocated identification badges for employees. Orders needed supplies.

Assists daily with time and attendance entry into the MUNIS system. Functions as a backup to the Administrative Secretary III (Human Resources/Substitute Payroll.)

Composes and processes routine correspondence as requested. Receives visitors to office, screens mail and telephone calls, determines nature of inquiry and responds as necessary or refers matter to staff person, office or school as appropriate.

Processes District-wide changes of address in MUNIS and routes to appropriate departments. Responds to [hress@fairfieldschools.org](mailto:hress@fairfieldschools.org) email; correspondence for MUNIS Employee Self Service questions.

### **Incidental Job Functions:**

Receives and responds to department voice mail messages. Assists with front desk receptionist duties on a rotating basis.

Operates office equipment including computer, calculator, copying machines and fax machine.

**Knowledge, Skills and Abilities:** A working knowledge of Board of Education policies and procedures, and the ability to acquire a detailed awareness of personnel policies and procedures. Ability to relate in a positive, friendly manner with job candidates, staff members and the public. Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to perform a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to perform word and data processing in district computer system with accuracy. Ability to perform basic bookkeeping tasks. Ability to organize and maintain diverse data, files and records. Ability to perform work in an atmosphere of frequent interruptions. Ability to operate a variety of office equipment.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and three years of responsible secretarial or clerical experience or an equivalent combination of education and experience. This position requires strong administrative clerical, computer and secretarial skills. Strong organizational skills are necessary due to the variety of activities, frequent interruptions and the responsibility of accuracy in maintaining personnel records. Good interpersonal skills are essential due to the high level of contact with future employees of the school District. The secretary deals with confidential information and must use discretion in the performance of her duties.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in interacting with job candidates in a time-constrained application process.

7/1/97

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