

Fairfield Public Schools

Title: Administrative Secretary II (Human Resource Accounts)

Job Purpose Statement:

Provides secretarial and clerical administrative assistance of a confidential, complex, and responsible nature in the Human Resources Office, including tuition reimbursements, degree changes, student teaching/intern assignment coordination, TEAM program, human resources accounts, purchase orders and input of hourly and summer school employees.

Supervision Received: Receives general direction from the Director of Human Resources, who outlines general policies, assigns duties and reviews work for conformance with standards; performs duties on own initiative, exercising judgment and tact; and may receive task supervision from the Executive Secretary.

Supervision Exercised: None

Essential Job Functions:

Collaboratively, with school administration coordinates student teaching and graduate internship placements within the District. Processes contracts and payment of stipends to various universities.

Assists with the Teacher Education and Mentoring (TEAM) Program. Processes paperwork and coordinates meetings for TEAM Coordinator. Works with State of Connecticut TEAM contact. Ensures that all participants meet state requirements as mentors. Maintains and updates list of trained mentors.

Performs general office administrative tasks to assist Administrator and Executive Secretary in the coordination of the daily, term and seasonal tasks of the office and to relieve Administrator of administrative detail. Processes correspondence, reports and records from hand-written notes or documents. Screens telephone calls and correspondence. Responds to inquiries, resolves immediate matters as able, or refers involved matters to Administrator.

Performs calculating, posting and verifying duties in processing tuition reimbursement requests. Performs additional research in searching records and by contacts with school personnel to assure contract authorized reimbursements before submission for approval by administrator. Processes tuition reimbursement request form from teachers, posts on spreadsheet and prepares tuition reimbursement invoice for processing by the Business Office.

Prepares and processes purchase orders for Human Resources accounts. Enters purchase orders and posts appropriately. Submits to Business Office for processing, along with necessary paperwork.

Assists the Special Education and Instructional Office by performing data entry in MUNIS for all Summer School hires. Ensures all prospective employees have met the district's requirements for hire.

Assists Director of Human Resources in preparing budget information related to degree changes for certified staff. Sends out communication in the fall to all certified staff and creates and maintains spreadsheet of information.

Works with district certified staff related to teacher and administrator evaluation process in Protraxx. Contacts Protraxx staff as needed for support.

Works with Athletic Directors to ensure hiring paperwork and certification id filed promptly with Human Resources.

Performs varied human resource office functions including employment verifications, earnings research, supplies, microfilm, substitute service time, reports and other duties as assigned.

Incidental Job Functions:

Orders and prepares invoices for materials, supplies and equipment for Human Resource Office. Assists with front desk reception desk duties on a rotating basis. Operates office equipment including computer, calculator, copying machines and the fax machine.

Assists Executive Secretary and other staff as necessary. Performs related work as required.

Knowledge, Skills and Abilities: A thorough knowledge of modern office practices, procedures and methods and ability to analyze office administrative operations and to develop operational improvements. The skill to perform secretarial tasks, word and data processing, including spreadsheet programs. Ability to understand the internal organization responsibilities and programs of the Board of Education, with a strong working knowledge of **the** mission of the Human Resources Office. Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagrammatic or schedule form and to deal with a variety of problems where only limited standardization exists. Ability to maintain administrative and general records and to prepare reports and answer questions from records. Ability to maintain effective working relationships with department heads, employees, and the public and to deal with Human Resource related problems courteously and tactfully.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with a high school education, and three years of increasingly responsible office administrative experience; or the equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. The position requires a combination of secretarial, human resources, word and data processing, spreadsheet and people skills. Strong organizational skills are necessary due to the variety of activities, frequent interruptions and the responsibility of accuracy in maintaining personnel records.

Physical Exertion/Environmental Conditions: Performs duties in an office environment. Regular intermittent exposure to computer screen. Lifting of light to medium weights, e.g. files, office supplies, etc. Some degree of stress in carrying out administrative related duties in a busy office with regular interruptions and the urgency of report deadlines; and organizing workload within time constraints.

06/20/03

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Revised 3/2016