

HR: Administrative Assistant for Assistant Superintendent for Human Resources - Certified Benefits

<u>Reports to:</u>	Assistant Superintendent for Human Resources
<u>Supervises:</u>	None
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Finance/HR II - 67
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **Associate degree preferred**
 - **Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities**

Essential Job Functions:

- Maintains and updates various Human Resources forms as needed
- Assists in ensuring the HR website provides the most current information available
- Assists with posting CEU credits as needed
- Provides various LINQ reports, lists and statistical data as requested by supervisor
- Exercises confidentiality concerning personnel matters
- Ensures that confidential information is secure at all times
- Keeps work area clean and presentable to guests
- Ensures that all paperwork is scanned and filed in a timely manner and all data is entered into the LINQ system in a timely manner
- Maintains an attitude of service, assistance and support for employees and guests at all times whether in person or via email or phone
- Assists with retirement recognition, orientation/induction sessions and job fairs
- Keeps HR Assistant Superintendent abreast of any employee issues
- Attends staff development/meetings as needed to stay informed
- Orders service pins and distributes to sites/schools
- Makes travel arrangements for administrators attending job fairs
- Arranges for refreshments and meeting sites for meeting/staff development
- Prepares check requests and requisitions and tracks purchase orders
- Organizes random drug testing
- Schedules Hepatitis B vaccinations, flu shots, etc. as available
- Maintains records for Professional Standards Programs (PSP-Educational Office Professionals) and Professional Development Plan (PDP-Assistant Teachers), providing payroll with information for pay purposes
- Assists certified employees with questions regarding retirement and service credit
- Assists certified employees with retirement paperwork and coordinates with payroll
- Assists certified employees with leave of absence, FMLA and disability
- Processes worker's compensation claims and files FORM 19s with insurance provider
- Coordinates payment for approved worker's compensation claims with medical facilities and remains in contact with all parties until employee returns to work

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- Prepares and submits annual OSHA report and annual NC Department of Labor survey
- Makes ID badges
- Serves as primary contact for state and local workers compensation carriers
- Serves as secretary to safety team and distributes safety posters to all sites
- Organizes benefits information, including sending out information to employees on life insurance, flexible benefits, dental insurance, vision insurance and employee information change forms
- Performs other duties and responsibilities as assigned by supervisor

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment