

ALTON COMMUNITY UNIT SCHOOL DISTRICT NO. 11

TO: All Educational Support Personnel
 FROM: Dr. Sonya Porter/Director of Human Resources *SP*
 DATE: January 12, 2018
 SUBJECT: Vacancy

The following position is now bid:

ADMINISTRATIVE CENTER

Human Resources Assistant - (Exempt - Salaried Position) 11 months, 8.0 hours (6:30 A.M.- 3:00 P.M.)

Reports to: Director of Human Resources

The successful candidate will demonstrate:

- Proven experience as an human resources assistant or relevant position
- Proficient PC/ technology literacy (MS Office, Google Docs, Skyward, e-School)
- Basic knowledge of labor laws
- Excellent organizational skills
- Excellent written and verbal communication skills
- Excellent problem solving skills
- Passing score on district clerical assessment
- Ability to obtain Notary Bond

Essential Job Functions:

- Assists with day to day operations of the HR department functions and duties
- Performs all receptionist, clerical duties and administrative assistant functions required for the department to operate efficiently
- Coordinates all pre-employment activities
- Manages/ maintains all data and records pertaining to employees including confidential personnel files and personnel actions
- Coordinates and manages all department correspondence
- Processes documentation and prepares reports relating to personnel and HR functions
- Assists in payroll preparation
- Communicates with and responds to employees' and the public's requests regarding general information as well as human resources issues, rules, and regulations
- Assists employees and supervisors with basic interpretation of HR policies and procedures.
- Coordinates district processes/procedures for substitute personnel
- Assists with maintaining HR department compliance with federal, state and district guidelines and requirements
- Assists with human resources projects, special functions and activities
- Maintains department website
- Other duties as assigned

Physical Requirements:

- Sustained sitting and standing
- Occasional lifting, squatting, bending
- Sustained work on computer

Applicants must submit a resume showing evidence of compliance with the listed qualifications. Applicants must have a current typing and clerical test on file in the Human Resources Office. Interested persons shall apply to the Human Resources Office in writing and all bids must be received no later than 4:00 p.m., Monday, January 22, 2018.