

**WALL TOWNSHIP PUBLIC SCHOOLS  
CENTRAL OFFICE**

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**TITLE:** HUMAN RESOURCES ASSISTANT

**REPORTS TO:** Human Resources Coordinator

- QUALIFICATIONS:**
- High school diploma
  - Minimum of three years' experience in general or school office work
  - Required criminal history background check and proof of US citizenship or legal resident alien status.
  - Knowledge of automated office equipment
  - Ability to exercise discretion and diplomacy in dealing with confidential and sensitive matters
  - Strong analytical, communication, organizational and human relations skills
  - Strong proficiency in MS Word, Excel, Access, Publisher and Outlook and performs mail merge function in various programs
  - Has knowledge of personnel software

**JOB GOAL:** To assist the Human Resources Coordinator in facilitating all activities and functions of the Human Resources Department.

**PERFORMANCE RESPONSIBILITIES:**

- Clerical Duties**
- Filing, faxing, taking telephone messages, screening telephone calls, distributing mail, typing correspondence, mailing packages, receiving visitors, etc. for Human Resources Department and Central Office
  - Act as the operator on the district phone system by assisting and redirecting callers to the appropriate extension

- New Personnel**
- Assist as needed in the collection and processing of all new employee paperwork

- Personnel Files**
- File documents in the personnel files located in the Human Resources Department
  - Maintenance of the personnel files location in the Human Resources Department
  - File and retrieve inactive employee files located at town hall

- Contracts**
- Collect and file all employee contracts

- Substitute Teachers,  
Home Instructors,  
Nurses,  
Paraprofessionals,  
Cafeteria Workers,  
Bus Drivers**
- Assist in the collection and processing of paperwork for new substitutes

- Postings/Newspaper  
Advertisements**
- Assist as needed in the preparation and distribution of postings and newspaper ads

- District Directory**
- Assist where needed with the collection of data and updating the annual district directory

- Attendance**
- Track and record attendance for district employees

- Vacation/Personal  
Day Requests**
- Process requests subsequent to superintendent's approval

- Substitute Service**
- Act as system administrator for Aesop service

**TERMS OF  
EMPLOYMENT:** Twelve months. Contract terms and salary to be determined by the Board of Education.

**APPROVED:** May 9, 2006