

**WALL TOWNSHIP PUBLIC SCHOOLS
CENTRAL OFFICE**

TITLE: HUMAN RESOURCES SECRETARY

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 and Aesop

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 in the business office

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

Aesop

- Act as system administrator for Aesop service
- Maintain employee and substitute profiles in Aesop
- Track and record attendance for district employees
- Extract substitute records from Aesop and upload to Systems 3000 for payroll report

**Vacation/Personal
Day/Professional Day
Requests**

- Process requests subsequent to superintendent's approval
- Prepare purchase orders for professional day expense reimbursements

Purchase Orders

- Prepare purchase orders as needed for the technology department

Miscellaneous

- Perform other tasks related to the efficient operation of the Human Resources Department

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

APPROVED: December 13, 2011