

## **Hobbs Municipal Schools Job Description**

**Position:** Personnel Secretary/Clerk

**Supervisor:** Assistant Superintendent for Personnel

**General Job Description:** To assist administration, staff, and visitors in any way necessary to ensure a smooth, efficient Personnel Department with maximum attention devoted to relieving the Assistant Superintendent of Personnel.

**Qualifications:**

1. High school diploma or GED equivalency.
2. Experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.
4. Demonstrated knowledge and skills of computer function and operation, typing, accounting, and other related secretarial skills.
5. Demonstrated effective and stable interpersonal relationship with public and staff.
6. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
7. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Contribute to the welfare and effectiveness of the Administration office by adhering to high ethical standards of performance and interpersonal relationships.
9. Maintain an orderly receptionist area.
10. Receive and assist all visitors to the Personnel Office.
11. Post Certified and Classified job openings:
  - a. Generate job posting from computer file.
  - b. Create file for each job posted.
12. Applicants for Certified and Classified positions:
  - a. Process letters of inquiry.
  - b. Correspond with prospective applicants, i.e., applications, salary schedules, job descriptions, NM licensure requirements, etc.
  - c. Maintain a working file of applications received, all correspondence and information added as it develops.
  - d. Keep applications ready for principals/directors use when selecting applicants to interview.
  - e. Maintain an inactive file of applications in accordance with federal regulations (EEOC).
13. Maintain Personnel Files:
  - a. Filing of transcripts and educational documents; verifying if employee is eligible for a pay increase by calculating number of college credits on transcripts and complete and distribute appropriate paperwork if pay increase is warranted.
  - b. Assist with processing information for Superintendent Action (Board Minutes) concerning resignations, retirements, employments, re-employments, reassignments, terminations, etc.
  - c. Transmit personnel information to Department of Labor and other required government agencies.
  - d. Upon completion of each school year, add a year to each personnel file and maintain a record of years served on computer file.

14. New Personnel:
  - a. Set up and coordinate preparation of personnel file.
  - b. Maintain check-list of required materials for personnel file, both certified and classified.
  - c. Enter complete data in computer file.
  - d. Prepare/calculate personnel actions and contracts.
  - e. Prepare and distribute letters of Intent.
  - f. Document completion of fingerprint/criminal background check process.
15. Former District Employee Files:
  - a. Provide requested information to former employees or to other districts, or businesses, with proper approval.
  - b. Utilize separation notices to document reasons employees leave district.
16. Prepare and distribute letters of Re-Election.
17. Maintain an adequate supply of necessary forms and packets for new hires.
18. Assist the Assistant Superintendent in preparing for staff retirement reception and awards program.
19. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Additional Duties and Responsibilities:**

1. Contribute to the welfare and effectiveness of the administration office by adhering to high ethical standards of performance and interpersonal relationships.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.