

PEMBERTON TOWNSHIP SCHOOLS

Job Description -- Confidential

POSITION: Administrative Assistant to Human Resources

DEPARTMENT: Human Resources

QUALIFICATIONS:

1. Associate or Bachelor's Degree (**preferred**)
2. Superior knowledge of all office procedures and the operation of all office equipment.
3. Office experience required.
4. Computer operations and word processing experience required.
5. Ability to organize data and compile it into reports and statistics.
6. Excellent interpersonal skills.
7. Ability to work with confidential matters/materials.

REPORTS TO: Director of Human Resources

OVERALL RESPONSIBILITY:

To Assist the Director of Human Resources in planning and coordinating the operation of the personnel services office in such a way as to enhance the overall efficiency of the school district.

ESSENTIAL AREAS OF RESPONSIBILITY:

1. Assists the Director of Human Resources in the daily operations of the personnel office and district wide personnel operations.
2. Prepares correspondence and forms and ensures timely submission of reports.
3. Receives and screens telephone calls, makes appointments.
4. Enters and processes Human Resource requisition orders.
5. Assists in preparation of negotiation documents as needed.
6. Maintains Docuware data base to maintain all personnel files in compliance with NJDOE.
7. Processes certification for all certificated personnel.
8. Processes all provisional teacher program and Leader2Leader enrollments and paperwork.
9. Maintains data input on NJDOE Homeroom for provisional teachers.
10. Set up and schedule fitness for duty evaluations.
11. Prepares Personnel items for the Board Agenda.

Administrative Assistant to Human Resources

12. Maintains District vacancy and staffing list. Responsible for posting and advertisement of all vacancies.
13. Processes transfer/reassignment/salary adjustment forms.
14. Operates and maintains Frontline Applicant on-line application system.
15. Maintains all job descriptions.
16. Performs all responsibilities in a professional, courteous and cooperative manner and maintains strict confidentiality of school district and the Board of Education information and records.
17. Performs other duties as assigned by the Director of Human Resources, which shall fall within the scope of his/her employment.

TERMS OF EMPLOYMENT:

Confidential Office Employee

12 month contract

Salary to be determined by the Pemberton Township Board of Education.
Benefits as provided by the Pemberton Township Board of Education and at least equal to those provided to the Pemberton Township Education Association.

The information contained in this job description is a Board of Education guideline and may be changed at any time by the Pemberton Township Schools as needs necessitate

EVALUATION:

Job performance will be evaluated in accordance with the Board's policies and procedures on evaluation of Confidential Office Employees.

Adopted by: Pemberton Township Board of Education

Date: September 22, 1994

Revised: January 25, 2007

Revised: May 27, 2021