

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: October 20, 2004
Salary Schedule: 262; Row: 10

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: PERSONNEL ASSISTANT

JOB PURPOSE STATEMENT:

Under the direction of the administration in Human Resources, performs a variety of technical and specialized functions in support of certificated and classified district employees.

JOB FUNCTIONS:

- Supports Human Resources to provide assistance with department functions
- Provides information to management on matters of certificated and classified negotiations related to personnel
- Performs employment processes (e.g. recruitment, screening, testing, interview scheduling, orientations)
- Prepares vacancy announcements for review and dissemination
- Receives applications for classified and certificated vacancies
- Explains application/employment procedures to prospective applicants
- Assists in maintaining complete and accurate personnel records
- Prepares and maintains certificated and classified hiring packets
- Coordinates responses for employment verifications and unemployment benefits
- Maintains and coordinates substitute employment pools, retention, and certifications
- Prepares Cobra letters
- Performs data input as necessary
- Understands district/departmental functions and procedures

JOB TITLE: PERSONNEL ASSISTANT

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JOB FUNCTIONS – continued

- Operates standard office equipment including use of computer applications
- Performs arithmetic calculations
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Functions well in a busy office environment
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education & Experience:

- Graduation from High School or equivalent
- Any combination of two years of college or work experience in employment processing and personnel record keeping. Experience in an educational setting is desirable.

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance

JOB TITLE: **PERSONNEL ASSISTANT**

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Licenses, Certifications, Bonding, and/or Testing – continued

- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Confidential Position