



Flour Bluff Independent School District Job Description

JOB TITLE: Human Resources Administrative Assistant

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Executive Director of Human Resources, Assistant Director of Human Resources

DATE REVISED: 01/2025

PRIMARY PURPOSE:

Responsible for supporting the Executive Director of Human Resources and the Assistant Director of Human Resources in the overall efficiency of the district's human resource department. Coordinate and complete various forms, reports, and records to ensure compliance for multiple human resources functions.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- College hours in a field related to human resources or human resource department experience, preferred.

SPECIAL KNOWLEDGE/SKILLS

- Ability to maintain accurate and reliable records; and proficiency in keyboarding and file maintenance skills
- Ability to use computer software for word processing, developing spreadsheets, and databases; Ability to use programs such as Skyward, TalentEd, and AESOP
- Ability to meet established deadlines
- Strong organizational, communication, and interpersonal skills

EXPERIENCE:

Secretarial and clerical experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Process criminal history and fingerprinting information for all applicants identified for employment.
2. Upload all non-certified applicants identified for employment through the TEA fingerprint process and assist with fingerprinting appointment.
3. Schedules all potential employees for fingerprint appointments and manage use of District coupon codes for fees.
4. Assist with the Employee Handbook, job descriptions, and evaluations.
5. Assists the department in scanning necessary documents for Personnel Records.
6. Assist educational aides with renewing and applying for their SBEC Educational Aide Certification through TEAL.
7. Assist with the maintenance of information in employee database and electronic personnel files
8. Compile, maintain, and fill all reports, records, and other documents as required including various federal, state, and local reports.
9. Prepare identification badges for all staff and issue badges to new staff, contractors, student workers, substitutes, and other personnel as necessary.
10. Prepare, distribute, process, and maintain volunteer applications and records.
11. Provide Human Resource Specialist with job descriptions and other needed paperwork for new hire orientation.
12. Assist with the preparation of materials for mailing, recruiting fairs, and other district staff events.
13. Assist with employment verifications – verbal for continued employment and completing basic forms.
14. Assist with the completion of contracts, letters of reasonable assurance, and other required forms and documents.
15. Assist the Personnel Services Coordinator with substitutes and the AESOP system when needed.
16. Handle routine human resource inquiries to ensure a high level of support and responsive, knowledgeable support for employees and their supervisors.
17. Assist with the processing of resident teachers, student teachers, and student observers from local colleges, universities, and educator preparation programs.
18. Assist with developing, ordering, and maintaining recruiting materials and supplies.
19. Order and maintain supplies for the Human Resources department, recess purchase orders for the department.
20. Receive and direct incoming calls, take reliable messages, and route them to appropriate staff.
21. Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues according to district policy.
22. Greet visitors (e.g., the public, parents, students, substitutes, vendors, etc.), respond to their inquiries, and/or direct them to appropriate staff in accordance with district policies and procedures regarding building security.
23. Maintain the visitor log and issue visitor passes.

24. Assist with scheduling of interviews and preparation of interview materials when needed.
25. Maintain confidentiality of information.
26. Follow district protocols and emergency procedures.
27. Has regular in-person attendance and complies with notification procedures for absences.
28. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals; multi-line phone system

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions include frequent keyboarding and use of a mouse, as well as reaching.

Lifting: Occasional light to moderate lifting and carrying (less than 30 pounds).

Environment: May work prolonged or irregular hours; occasional districtwide travel.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.