



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Administrative Assistant HR	Location:	HR
Reports To:	Director of Human Resources	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	261 days / 12 months	Salary:	See lhUSD.org website

Education and Experience Requirements

High school diploma or equivalent

Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

Summary

To serve as an Administrative Assistant for the Personnel Department and function as the primary Front Desk representative at the District Office

Qualifications

- Demonstrate computer skills/programs
- Ability to communicate effectively, orally and in writing
- Ability to relate well with staff and public
- Demonstrated knowledge of office practices and procedures
- Filing
- Operation of routine office equipment
- Ability to work effectively without direct supervision
- Basic transcription skills are highly desirable, but not necessary
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations

Responsibilities and Requirements

- Maintain an attractive and comfortable reception area
- Answer phones and relay messages, providing a tactful, courteous and informed contact for staff, parents, and the community
- Assist with public relations
- Process paperwork for staff, including employment, reclassification, transfer, termination, and salary placement
- Proctor pre-employment tests, as directed
- Collect and process information for research projects, as directed
- Accurate exchange of information between District Office departments (Payroll, Superintendent, Business Services, Instruction, and Evaluation)
- Maintain records regarding fingerprint clearances
- Assist with the advertising, recruitment and retention of employees
- Understand A.R.S. as it pertains to personnel
- Understand Governing Board Policy
- Responsible to understand and function in all positions of the HR department
- Responsible for communicating a positive district image to all members of community, staff, and applicants related to this position
- Responsible for maintaining the confidentiality required in this position
- Responsible for performing those duties which protect the health and safety of students and employees
- Responsible for performing other duties as assigned

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Other Information

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.