

JOB DESCRIPTION

Job Title	Staffing Assistant	Job Title Code	437000
Reports to	Director, Personnel and Recruiting	Wage/Hour Status	Non-Exempt
Dept/School	Human Resources	Pay Grade	307
		Date Revised	January 10, 2025

Primary Purpose

Assist with the daily operation of Human Resources for personnel management and recruiting efforts.

Education/Certification

- High School Diploma/GED or Higher Education Degree from an accredited institution of higher education

Special Knowledge/Skills

- Passing score on the District's clerical SET test
- Excellent organization, communication, public relations, and interpersonal skills
- Ability to record and transcribe minutes of meetings
- Knowledge of computers and software applications

Experience

- Four (4) years related experience

Major Responsibilities and Duties

1. Serve as a resource for support department activities.
2. Perform routine tasks to generate department documentation, records, and correspondence.
3. Maintain, organize, and file department records.
4. Manage department communication
5. Assist the department supervisor with the production of reports and documents.
6. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
7. Work independently receiving a minimum of detailed supervision and guidance.
8. Schedule appointments and maintain a calendar for the supervisor.
9. Process the hiring of new employees, transfers, resignations, retirees, and other personnel actions, as required.
10. Coordinate specific work requiring the participation of other departments.
11. Provide reports, correspondence and verbal assistance to school officials.
12. Provide instructions to other employees under the supervisor's direction.
13. Advertise assigned Area's campus personnel vacancies.
14. Prepare list of applicants for promotional positions.
15. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computers, printer, copier, and other departmental equipment.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Works with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

Amended 01/10/25

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Terms of Employment

221 days; salary to be established by Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.