

# SEDALIA SCHOOL DISTRICT #200

**Job Title:** Administrative Assistant II – Human Resources

## **Job Overview**

- Administrative Asst II salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Asst. Superintendent

## **Qualifications**

- High school graduate or equivalent
- Expertise in Microsoft Applications
- Expertise in Google Applications
- Ability to organize and plan effectively
- Ability to maintain accurate records
- Work well with others
- Work with little to no supervision
- Maintain confidentiality in all aspects
- Possess an ethical and professional attitude toward colleagues and the policies of the District

## **Responsibilities and Duties**

- Human Resources: Prepare and process personnel records for all staff to include, but not limited to:
  - Personnel submissions to Board
  - New employee completion of documents required for personnel file, payroll, and benefit packages
  - Work with Tech Dept - set up new employee email and inactivate employees terminating employment
  - Contracts and letters of employment
  - Certifications, licensures, and driver credentials
  - Mentor program
  - BTAP program
  - Evaluations cycle process
  - NEE evaluation tool maintenance
  - Maintain employee personnel files and service records
  - MACHS background clearance and RapBack program
  - Job list and work records in SISFIN
  - Employee handbook
  - Legal trainings
  - Job descriptions
  - Job postings
  - Process salary movement requests
  - Maintain tenure status as applicable to position
  - Create and maintain work calendars
  - Verification forms of past employee experience as requested by other districts
  - Loan Forgiveness
  - Maintain on-line applications
  - OCR – Human Resources
  - EEO reporting
  - Work calendars

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- Custodian of Records
  - Maintain district records as required by law
  - Conduct specific record searches as requested
  - Respond to Sunshine Law requests
- Superintendent’s Administrative Assistant: Provide a wide variety of complex and confidential administrative assistant support to the Superintendent.
- Accounting
  - Prepare new year SISFIN fileset
  - Salary Schedules
  - Budget Prep
  - Check and balances process for Accounts Payable checks
  - Filing of revenue and cash receipts
- Student teacher and observer placements
- Assist other office staff as needed

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.