

**SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION**

Position: District Secretary – Human Resources
Job No: 249

POSITION SUMMARY: Under the supervision of the Director of Human Resources, or designate, the incumbent performs a variety of secretarial tasks and has access to knowledge and confidential information with respect to employees and management.

POSITION DUTIES AND RESPONSIBILITIES:

- Supports the posting and filling processes including preparing correspondence, maintaining information systems, coordinating and facilitating internal and external processes, assisting with employee orientations.
- Prepares, processes, files and maintains a variety of records.
- Monitors contractual obligations and ensures appropriate documentation is obtained and retained.
- Maintains seniority reports, employee files and employee database (absence tracking, contracts, etc.) and coordinates with payroll.
- Researches and prepares a variety of reports for both internal and external requirements.
- Answers inquiries by telephone or in person and provides support for staff and the public.
- Performs a wide variety of diverse or specialized duties.
- May be required to dispatch casual staff.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12 plus six months of a post-secondary office or business administration certificate.
- Additional education in human resource management (equivalent to an additional six months of post-secondary education).
- Two years of recent successful experience in a human resource position, or equivalent.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to exercise moderate judgement following established procedures and policies to evaluate and determine the most appropriate action from a variety of alternatives.
- Proven ability to seek direction when apparent solutions to problems are not within the intent of established practices.
- Proven ability to communicate effectively, both orally and in writing, with staff and the public using tact and discretion to clarify and exchange information of a detailed or specialized nature.
- Ability to ensure duties are performed accurately and completely.
- Proven organizational skills.
- Proven ability to work independently and handle inquiries with minimal direction.
- Physical capability to perform the job duties in a standard office environment.
- Maintains the confidentiality of sensitive information seen or heard.
- Proven skills managing computer based information systems (data input, file maintenance, data retrieval) including intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- Knowledge of payroll, benefits and accounting practices would be an asset.
- Knowledge of human resources best practices, relevant legislation, collective agreements, school district policies and practices would be an asset.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: _____

Date: June 8/2021