

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

Position: Human Resources Assistant
Job No: TBD

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:

- Answers inquiries regarding routine human resources procedures, refers complex or challenging inquiries to supervisors or senior co-workers.
- Prepares, processes, files and maintains a variety of records.
- Enters data in the human resource information system, including demographic, assignment, absence and account coding information.
- Researches and prepares a variety of reports for both internal and external requirements.
- Assists with routine reconciliation of human resource and payroll information.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

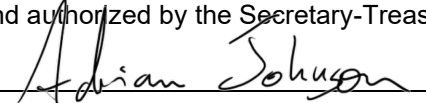
- Grade 12 plus six months of a post-secondary office or business administration certificate including basic accounting courses equivalent to Okanagan College BAC 11 and BAC 12.
- Six months of recent successful administrative experience
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to follow standardized procedures with minor variations in work procedures.
- Proven ability to refer problems not covered by procedures or instructions to supervisors or senior co-workers.
- Proven ability to communicate effectively, both orally and in writing, with staff and the public using tact and discretion to communicate information in accordance with current policies and practices.
- Ability to ensure duties are performed accurately and completely.
- Proven organizational skills.
- 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 computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.

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: July 30, 2025

Created July 30, 2025