

JOB DESCRIPTION

TITLE HUMAN RESOURCES/BENEFITS & WELLNESS
OFFICE SUPPORT ASSISTANT II

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate. Two to three years responsible secretarial experience. Ability to create and work with spreadsheets and databases.
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Appropriate supervisor within the Human Resources or Benefits & Wellness Departments

GENERAL RESPONSIBILITIES

Provides administrative support of an advanced nature in support of the Human Resources/Benefits & Wellness Departments and functions.

SPECIFIC RESPONSIBILITIES

1. Prepares forms and composes letters.
2. Sets up and maintains specialized office files by filing letters, reports and related technical information in the prescribed manner.
3. Assembles information for use by others.
4. Opens, prioritizes and processes mail.
5. Types using PC-based word processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork.
6. Accesses, inputs and retrieves information and data from a computer.
7. Performs research and retrieval of records.
8. Conducts statistical comparisons of information.
9. Assists in the preparation and maintenance of department records.
10. Maintains office supplies and forms.
11. Processes applications for certification purposes.
12. Notifies new employees of pre-employment meetings.
13. Sets up various meetings and notifies attendees.
14. Provides switchboard relief.
15. Makes travel arrangements as required.
16. Performs other duties as assigned.