

CONFIDENTIAL SECRETARY – HUMAN RESOURCES DEPARTMENT

Title: Confidential Secretary – Human Resources Department

Reports to: Director of Human Resources

Position Summary: The Confidential Secretary in Human Resources performs a variety of secretarial, clerical, and project management duties for the Director of Human Resources. The person may also offer support to other administrative staff. The projects involve a high level of confidentiality with respect to personnel matters, negotiations and grievances.

Work Year: 12 months

Qualifications: Strong oral and written communication skills
Advance proficient experience in the use of technology
Other qualities as determined by the Director of Human Resources

Duties:

1. Performs work of a confidential nature (i.e. grievances, hiring, terminations, court cases);
2. Manages high profile projects; prepares documents, reports and presentations as requested;
3. Provides data input for Board Agendas;
4. Schedules appointments, handles inquiries from staff, applicants, administrators and community members;
5. Maintains a high level of knowledge of school district policies and practices, collective bargaining agreements, routines, functions;
6. Orders and maintains supplies as needed;
7. Exercises judgment and assumes responsibility for organizing and carrying out assignments;
8. Performs various related office duties as assigned;
9. Works cooperatively with other members of the department, and other departments as needed;
10. Assists in the development of negotiations data as requested;
11. Has access to closed session minutes of the Board of Education;
12. Manages data in MS Excel and Access; provides reports to schools as directed;
13. Performs related duties as assigned by the Director of Human Resources.

Revised 9/10