

# **Hernando County School Board Florida**

FLSA: Non-Exempt, Non-Union

<b>EMPLOYMENT OPERATIONS ASSISTANT</b>
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## **Required Qualifications:**

- High school diploma or equivalent
- Knowledge of office practices, procedures, and equipment
- Knowledge of and ability to use necessary computer programs
- Ability to work independently and communicate with outside firms and agencies
- Ability to compile data and prepare records and reports
- Ability to exercise independent judgment and perform complex tasks with minimal supervision

## **Desired Qualifications:**

- Pass typing test of 50 words per minute
- Minimum of three (3) years' experience in Human Resources or related area
- Previous customer service experience

## **Performance Responsibilities:**

- Serve as the main information extension into the Human Resources Department
- Handle questions regarding the online application
- Assist in maintaining personnel files in an organized and updated manner
- Verify employment as needed
- Scan and file documents
- Responsible for receiving and responding to public records requests and subpoenas
- Copy and redact required information on all records that are requested by employees, subpoenas, etc.
- Act as back up for all Human Resources Operation Specialist duties
- Assist with maintaining and updating job descriptions
- Assist with the preparation of Personnel Board Agenda items
- Screen previous HCSD employees and provide information to Kelley Educational Staffing Services
- Prepare and issue notice of reappointment to all staff approved for reappointment by the Board
- Prepare and issue employee contracts
- Perform other duties as assigned by the Director of Human Resources and/or designee

## **Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Human Resources and/or designee

**Evaluation:**

Annual evaluation done by the Director of Human Resources and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Confidential Level G

**Job Code:**

77391

Board Approved: 08/18/98

Revised: 01/02, 06/06, 01/20/09, 05/17/11, 06/10/14, 10/24/23