

Cape Girardeau Public School District No. 63
Job Description

Job Title: Administrative Assistant III

Terms of Employment: 12-month contract; 240 days

FLSA Status: Non-Exempt

Reports To: Human Resource Coordinator

Brief Description of Position:

Under the general direction of the Human Resource Coordinator, the Administrative Assistant is responsible for the processing of new hire paperwork and personnel action forms, and processing employment verifications to comply with state and federal employment laws and regulations.

Required Qualifications:

- Associate Degree or 60 hours of college credits in business administration, human resources or personnel management.
- Ability to maintain confidentiality of sensitive personal information of applicants, employees, and former employees and other matters affecting employee relations.
- Ability to perform multiple tasks simultaneously with interruptions.
- Demonstrated dedication to customer services.
- Effective communication, follow-up and analytical skills.
- Operating knowledge of and experience with microcomputers, Microsoft Office, fax, email, and copiers.
- Ability to work in a multi-ethnic and multi-cultural environment with faculty and staff.
- Demonstrated capacity to contribute to a team working environment and collaborate with co-workers to solve problems and create a positive and professional work climate.

Essential Duties and Responsibilities:

- Provides administrative assistance in support of human resource tasks and processes.
- Establishes employee's job list and demographic screen in SISFIN, and reviews payroll documentation for accuracy.
- Maintains time-keeping system, TimeClock.
- Processes time sheets for hourly and substitute employees for the purpose of updating payroll information.
- Assists with the processing and maintaining of FFCRA requests and documentation.
- Prepares and submits State of Missouri New Hire reports.
- Responds to written and verbal inquiries for employment verifications, and unemployment wage requests for the purpose of providing information and/or direction.

- Acts as records custodian, determining which employees to archive.
- Reviews and processes monthly invoices for advertisement postings for accurate payment.
- Notifies employees of Family & Medical Leave Act (FMLA) eligibility.
- Provide backup clerical support for the payroll specialist as assigned by human resource coordinator.
- Performs related duties as assigned.

Physical Demands/Environmental Factors:

- Ability to work in a climate-controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
 Human Resource Coordinator

Revised: September 2020