

**DeKalb County School District  
Position Specification**

Title: **Assistant, Staffing**

**DIVISION: Human Resources  
DEPARTMENT: Employment Services  
REPORTS TO: Manager, HR Staffing  
RETIREMENT: Teachers Retirement System**

**GRADE/SCHEDULE: 112  
WORKDAYS: 246  
FLSA STATUS: Non-Exempt  
APPROVED (HR): July 1, 2021**

**GENERAL STATEMENT OF JOB**

Under direct supervision, performs a variety of office support duties, including implementation and procedural maintenance of all documents required in the hiring process, technology skills, recording and filing documents, responding to telephone calls on behalf of the supervisor, and telephone reception; Implements the new hire authorization process.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Essential Functions:**

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none"> <li>Communicates with applicants and staff through office visits, telephone calls; answers, assists and/or redirects phone calls and handles service calls; receives and screens telephone calls, letters and/or visitors; answers routine questions and furnishes information</li> </ul>
<ul style="list-style-type: none"> <li>Manages and maintains correspondence to employees including staff letters, new hire packets, certification packets, leave, transfer, employee benefits, or separation correspondence</li> </ul>
<ul style="list-style-type: none"> <li>Works collaboratively with staff and other departments to ensure smooth function of the department</li> </ul>
<ul style="list-style-type: none"> <li>Prepares packets and documents for new hire authorization and job fairs</li> </ul>
<ul style="list-style-type: none"> <li>Conducts new hire authorization sessions</li> </ul>
<ul style="list-style-type: none"> <li>Provides general administrative support such as preparing correspondence; forms and reports; arranging meetings; processing confidential reports and documents; filing electronic and hard copies of documents; tracking deadlines, and taking minutes</li> </ul>
<ul style="list-style-type: none"> <li>Organizes and expedites flow of work through Human Capital and initiates follow-up action and follows up on pending matters</li> </ul>
<ul style="list-style-type: none"> <li>Maintains departmental records, files, and office supplies. Plans and protects the security of information, data and files</li> </ul>
<ul style="list-style-type: none"> <li>Inputs employee information into TERMS, LOTUS NOTES or other district software programs</li> </ul>
<ul style="list-style-type: none"> <li>Maintains a variety of employment files and records, compiling pertinent applicant/employee information for the purpose of ensuring accuracy of applicant/employee's compensation, certification, benefits, maintaining eligibility for position, and complying with all Federal/State/District regulations</li> </ul>
<ul style="list-style-type: none"> <li>Performs other duties as assigned</li> </ul>

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*

### MINIMUM QUALIFICATIONS

- High School Diploma or GED required.
- Minimum three (3) years of relevant work experience; Capable of demonstrating the level of proficiency necessary to perform the duties of the specified position.

### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of current office best practices and procedures
- Knowledge of use of office machines and equipment
- Knowledge of proper and business English, spelling, grammar, and punctuation
- Knowledge of methods and techniques used in recordkeeping
- Knowledge of principles and practices of supervision
- Knowledge of organizational and department functions
- Skills in effective oral, written and interpersonal communication
- Skills in taking and transcribing dictation and a variety of materials that may include statements and minutes
- Skills in composition, setting up and typing a variety of correspondence, reports and other materials
- Ability to perform a variety of administrative support assignments
- Ability to meet and interact with various governmental officials/community representatives, students, parents, personnel and other visitors

### ADA REQUIREMENTS

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Grasping:** Applying pressure to an object with the fingers and palm.

**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Vision:** The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to the eye to bring an object into sharp focus), the field of vision (the area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

**Hearing:** Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

### PERFORMANCE FACTORS

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given precise directions relative to work steps or the final project.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

**Decision Making:** Ability to make appropriate business decisions.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*