

RAM

Under the direction of a Personnel Director, perform a variety of general duties in support of human resources operations and activities; serve as a technical resource and provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, policies and procedures. The incumbents in this classification assist in providing assistance with hiring and employee services which support the education process for students which directly supports student learning.

Classifications

inventory of supplies and equipment in accordance with established guidelines; prepare work orders for repairs and estimates.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to view a computer monitor and read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Bending at the waist, kneeling, or crouching to file and retrieve materials.
Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen