**Murfreesboro City Schools**

**Human Resources Assistant**

**Department of Human Resources**

**Revised on 09-01-21**

**Qualifications:** The person in this position must be personable and comfortable with greeting the public; maintain confidentiality; demonstrate a positive attitude and good work habits; have excellent computer skills; be able to efficiently operate various types of basic office equipment; demonstrate willingness and ability to follow directions; be motivated to work productively without close supervision; and work cooperatively with a variety of people. This person must be detailed, accurate, and efficient in maintaining databases.

**Physical Demands:** The person in this position must be physically active and interactive throughout the day. This person must be able to articulate clearly, write, type, alphabetize and organize, accurately follow and communicate directions and messages, and provide own transportation (i.e. trips to schools, etc.) during performance of duty. They also must be able to tolerate frequent interruptions – changing from one task to another abruptly – and able to handle stress.

**Essential Job Functions:** The major functions of this job are to assist employees, applicants and visitors; interview applicants for substitute teaching positions and other positions; update and maintain various reports; type correspondence to employees and applicants, etc. Other job functions include:

1. Order all office supplies and input purchase orders in skyward.
2. Scan and organize documents to place in personnel files.
3. Greet and assist visitors to the HR Department.
4. Conduct interviews for and coordinate substitute and interim teachers.
5. Input data in HR computer programs.
6. Complete background checks on personnel.
7. Cover front desk when needed.
8. Assist the HR department as various needs arise.

**Staff Relationship:** Reports directly to the Assistant Superintendent of Human Resources.

**Terms of Employment:** Twelve (12) months, salary and benefits set annually. 35-40 hours a week. Non-Exempt