

EMPLOYEE SERVICES ASSISTANT TECHNICIAN

DEFINITION

Under general direction, performs a variety of specialized clerical duties in Employee Services including the maintenance of employee records and providing clerical support for the Employee Services Technicians and management.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the Employee Services Manager. Direction may be provided by higher-level Employee Services Technicians.

No supervision is exercised over District personnel.

EXAMPLES OF DUTIES

Prepares and distributes employment announcements through various mediums (printed, e-mail and web page) for all positions, under direction of the appropriate technician.

Provides clerical support for technicians and managers including correspondence, filing, meeting minutes, etc.

Logs application information into applicant tracking system and files it in appropriate job folder.

Receives application materials, checks for completeness and follows-up with applicant if necessary.

Administers the distribution of all applications and maintains interest card requests.

Enters personnel changes, (address updates, personnel actions, incremental and longevity increases, etc.) insuring that all applicable records are updated in a timely fashion.

Accesses information in the applicant tracking software system. Prepares all correspondence to applicants.

EXAMPLES OF DUTIES (continued)

Responsible for ES mail. Makes runs to mail room twice daily and distributes mail.

Sends confirmation letters to all employees regarding changes approved on the monthly Board report.

Assists with collection of data for personnel reports and types Board Slips.

Responds to requests for verification of employment.

Administers and maintains TB and fingerprint records, provides status reports.

Processes all student and adjunct evaluations of faculty and prepares reports showing results.

Assists in proctoring examinations.

Orders new supplies and arranges repair of equipment when necessary.

Prepares requisitions for Employee Services Data Manager budget verification and authorization.

Receives and stores orders. Follows-up on missing orders.

Maintains storage room in a neat, orderly and easily accessible fashion.

Maintains conference room schedule and ensures cleanliness.

Maintains the District's minimum qualifications list for academic personnel.

May assist with special projects that require gathering data and preparing reports.

Responds to questions, requests, and complaints from staff, faculty, and the public in a sensitive and professional manner.

Refers callers and visitors to the appropriate technician when necessary.

Dispenses general information regarding the hiring process and open positions.

Maintains employee files with confidentiality.

Performs all required duties of the Employee Services Clerk, in their absence.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office practices and procedures.
- Human Resources rules and regulations.
- Word processing and spreadsheet software.
- Business letter writing standards.
- Proper file management.

Ability to:

- Interpret and apply pertinent laws, policies and regulations.
- Deal tactfully with a variety of public contacts.
- Establish and maintain accurate records.
- Establish effective working relationships with administrators, employees and the general public.
- Communicate clearly, both orally and in writing.
- Maintain confidentiality of records and related Human Resources information.
- Follow complex written and oral instructions.

EMPLOYMENT STANDARDS

Minimum Requirements:

Any combination of training and experience equivalent to three years of increasingly responsible clerical experience which includes at least two years involved in the operation of a comprehensive Human Resources program utilizing a computerized personnel system.