

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: DATA PROCESSING/PERSONNEL ASSISTANT

DEFINITION: Under general supervision and at the direction of the Human Resources Coordinator and in consultation with the Curriculum Coordinator performs data processing and clerical duties associated with these departments.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Maintain and update all student data as required by the State, including the CSIS reporting, CBEDS reporting, R-30 reporting, STAR, CELDT and various other State requirements.
- Assist in data entry of professional growth records in HR office.
- Assist in inputting and maintaining personnel software system.
- Assist Human Resources Coordinator in the preparation and dissemination of collective bargaining unit agreements.
- Assist in maintaining personnel files.
- Assist in preparation of interviews, interview packets, and scheduling.
- Type correspondence following interviews.
- Obtain current software data for all district students and employees and complete State reports.
- Maintain accurate records regarding budgets and district programs.
- Operate a computer to enter and retrieve information.
- Maintain records and prepare routine communications and written reports.
- Perform a wide variety of routine and responsible clerical work, including typing.
- Maintain confidentiality.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Applicable State and Federal laws, District policies, procedures, and other regulations, handling confidential records.
- Word, Excel, Publisher, CSIS, student data software system, and personnel software system.
- Modern office equipment and procedures.
- Report preparation and correspondence methods.
- English usage, spelling, grammar, and punctuation.
- Record keeping.

Ability to:

- Read, understand the scheduling and educational program requirements of the District, and the state, and apply with good judgment the policies, rules, procedures, and techniques applicable to the position.
- Communicate clearly, both orally and in writing; understand and carry out oral and written instructions.
- Work under pressure and with frequent interruptions.
- Ability to multi-task and see projects to completion.
- Establish and maintain effective relationships with those contacted in the course of work.
- Perform complex and varied tasks.

POSITION TITLE: DATA PROCESSING/PERSONNEL ASSISTANT, *Continued*

EDUCATION AND EXPERIENCE:

- Completion of the twelfth grade.
- Two years of increasingly responsible clerical experience and computer skills using a variety of software applications.

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

LICENSE OR CERTIFICATES:

- Valid California Driver's license.
- Valid CPR/First Aid Certification desirable.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.