

Job Summary:

The position of the Administrative Assistant is established for the purpose/s of assisting the Assistant Superintendent, Human Resources with the organization and monitoring of daily tasks, ensuring tasks and projects are completed, organization of trainings/meetings, providing effective communication and collaboration with outside vendors, departments, as well as HR staff to complete assigned tasks or projects, gather and enter data, and to perform related clerical work.

Essential Duties:

- Assists and supports the Assistant Superintendent, Human Resources with all necessary administrative duties including coordinating travel arrangements, creating various forms of correspondence, fielding phone calls, scheduling appointments and room reservations for meetings;
- Assists the Administrator II, Human Resources with various clerical tasks as needed;
- Prepares/creates correspondence, forms, flyers, invitations, etc. to disseminate pertinent information to employees and other agencies;
- Assists with the departmental budget, monitors the adopted budget and recommends adjustment to the Assistant Superintendent;
- Coordinates/proctors the monthly Instructional Aide Assessment test for instructional assistant positions at school districts throughout Tulare County;
- Compiles/distributes surveys and reports related to personnel issues providing accurate and timely information to the appropriate school district(s) as well as Tulare County Office of Education (TCOE) administrators and staff;
- Coordinates arrangements for legal seminars and human resources trainings for a broad audience to ensure that appropriate information is distributed and facilities, materials and equipment are available as needed;
- Assists in maintaining the TCOE Human Resources website: uploading documents to ensure pertinent, up-to-date information for TCOE employees, school district staff, and the public.
- Obtains and disseminates information for the purpose of ensuring that appropriate individuals are aware of workshops/trainings/meetings and receive pertinent documents such as: agendas, handouts and surveys;
- Processes mail, reconciles monthly absence reports, prepares purchase orders and orders and maintains department office supplies;
- Answers phones and greets visitors for the purpose of answering questions, furnishing information and referring to the appropriate department or staff member;
- Fingerprints school employees, school volunteers, and independent contractors for fingerprint clearance;
- Assists with maintaining a database of individuals fingerprinted, payments, and the dates prints are sent to and the clearances are received from the Department of Justice (DOJ) and Federal Bureau of Investigations (FBI);
- Compiles school district calendars for the purpose of maintaining and sharing those calendars with all school districts in Tulare County and other interested parties;
- Records and logs visitors to the facility and, issues visitor badges;
- Prepares badges for all TCOE employees;
- Assist with employment verifications;
- Work with outside to process unemployment claims in a timely manner;
- Performs other related duties as assigned to provide support to the human resources department.

Responsibilities include: working under direct supervision using standardized protocols; providing information and customer service to staff and the public; operating within a defined budget; work collaboratively within and outside of the department;

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Skills:

- perform clerical work using independent judgement, initiative and required accuracy and speed;
- type at a speed of 45 net words per minute;
- recognize and appropriately respond to sensitive human resources matters;

- work collaboratively with all units of the human resources department to improve work products and customer service;
- work patiently with upset individuals in order to de-escalate the situation and seek appropriate assistance;
- research, compile and analyze information and prepare appropriate alternatives and recommendations;
- implement new systems or changes in current programs by obtaining input and cooperation from others;

Knowledge of:

- human resources policies and best practices;
- correct English word usage, spelling, grammar and punctuation;
- modern office methods, practices and procedures;
- office and records management;
- personal computers, electronic mail systems, software, etc.;
- TCOE policies and procedures;
- budgeting and fiscal practices at the department level;
- the human resources needs of direct service schools;

Ability to:

- manage records;
- use a computer to create correspondence, save/retrieve documents and develop and maintain databases
- create, update, maintain and share Google documents/slides/sheets;
- understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations;
- perform secretarial work with speed and accuracy;
- understand and carry out oral and written directions;
- maintain cooperative relationships with those contacted in the course of work;
- travel, locally, using own vehicle;
- attend in-service training, meetings, classes and conferences;

Experience Required:

- Five years of experience performing complex administrative support duties, preferably in human resources office.

Education Required:

- Associates Degree required;
- Bachelor's Degree in human resources or organizational leadership is desired

Other Requirements:

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint clearance upon hire;
- Must possess an automobile for travel on the job;

FLSA Status: Non-Exempt

October 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.