

Hobbs Municipal Schools Job Description

Position: Personnel Secretary (Licensure Specialist)

Supervisor: Assistant Superintendent for Personnel

General Job Description: To assist administration, staff, and visitors in any way necessary to ensure a smooth, efficient Personnel Department with maximum attention devoted to relieving the Assistant Superintendent of Personnel.

Qualifications:

1. High school diploma or GED equivalency.
2. Experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.
4. Demonstrated knowledge and skills of computer function and operation, typing, accounting, and other related secretarial skills.
5. Demonstrated effective and stable interpersonal relationship with public and staff.
6. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
7. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate ethical behavior.
2. Engage in self-development.
3. Serve as a role model.
4. Maintain confidentiality.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know what to do to successfully complete assigned work.
8. Project an over-all concern for personal appearance as it relates to job performance.
9. Contribute to the welfare and effectiveness of the Central Office by adhering to high ethical standards of performance and interpersonal relationships.
10. Maintain an orderly receptionist area.
11. Provide assistance to parents, students, and community members as necessary in a courteous and positive way that facilitates their needs.
12. Work cooperatively with colleagues, supervisors, and administrators.
13. Assist other secretaries and administrators in the office as needed.
14. Receive all incoming Personnel telephone calls competently and cheerfully and direct them appropriately.
15. Receive and open all mail for the Personnel Office staff and distribute to the appropriate person.
16. ***Distribute and assist employees with all licensure paperwork.***
 - a. Receive process all licensure paperwork including licensure renewal. Check for accuracy and completeness.
 - b. Follow up on licenses that have been applied for.
 - c. Follow up with the PED concerning licensure issues.
 - d. Keep licensure packets up to date and ready for to be handed out to prospective employees and recruiting trips.
 - e. Provide notification of expiring licenses to employees.
 - f. Handle all correspondence concerning PED licenses.
17. Enter all licensure data in Skyward. Update information as it changes.
18. Maintain personnel files. Process and file evaluation reports.
19. Process all correspondence concerning name changes, addresses, phone numbers, etc. Distribute these changes to appropriate offices.
20. Distribute and process job applications for interested persons.
21. Notarize application affidavits and other school related material.
22. Process ENMU, USW, and NMJC paperwork

- a. Process paperwork for tuition reimbursement.
 - b. Maintain employee files regarding classes taken at ENMU, USW and NMJC
 - c. Tuition waiver information.
23. Act as contact person between college representatives and Hobbs Municipal Schools.
 - a. Send emails about registration, ect. to all employees.
24. Update and complete all certified and classified handbooks annually. Collect signed pages from employees.
- 25. *Process all purchase orders and reconcile office accounts.***
26. Order all Personnel Office supplies.
27. Keep recruiting bags updated and ready to be taken by school recruiters.
28. Arrange and organize the recruitment schedule.
29. Process all employee jury duty reimbursements for compensation.
30. Complete other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the Superintendent.

Additional Duties and Responsibilities:

1. Contribute to the welfare and effectiveness of the administration office by adhering to high ethical standards of performance and interpersonal relationships.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. *Interruptions of work are routine.* Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.