

**HUMAN RESOURCES AND OFFICE ASSISTANT**  
SAU 70 Schools

**Qualifications:**

Associate's degree; five years' experience working in an office environment; demonstrated competence with application software for accounting, scheduling; proficiency with e-mail, Internet browsing, Excel, Word, or similar.

**Representative Types of Responsibilities:**

1. Help maintain personnel records.
2. Enter professional certification information into BudgetSense.
3. Follow up with employees to ensure their certification is on file at the SAU.
4. Provide support for the Human Resources Coordinator as needed.
5. Serve as the alternate receptionist.
6. Handle other tasks as assigned by administrators.

**Reports to:** Human Resources Coordinator; Assistant Superintendent for Business

**Supervises:** None

**Physical Limitations of Job:** May require lifting of up to 50 pounds, kneeling, crouching, and physical dexterity

**Category:** Calendar Year, FLSA Exempt

Date Adopted: 12/6/12  
Date of Last Review: 12/6/12