

**PERSONNEL ASSISTANT-CERTIFICATED****DEFINITION**

Under general supervision, to perform specialized clerical and technical work in screening and reviewing teaching credentials of applicants, processing related documents, and advising employees, administrators, and applicants on credentialing requirements and changes; to design, maintain, and utilize specialized applicant, substitute, and employee data bases; to process transactions and advise those involved on a wide variety of personnel policies, procedures, and regulations; and to perform other duties as assigned.

**TYPICAL DUTIES**

Researches and processes credentials for certificated staff and substitutes in accordance with State and District requirements assures that teachers and other certificated staff obtain and maintain credentials appropriate to their assignment. Communicates with applicants, staff, and County Office personnel to establish credential requirements, verify information, track applications, and resolve issues and questions.

Establishes, modifies, enters data to, and maintains data bases for a variety of specialized purposes including applicant file, transfer list, and substitute calling systems; works closely with Assistant Superintendent, Principals and department heads, and other departmental staff to ensure data bases reflect current legal, program, and site requirements; trains new users on the substitute calling and other systems, and monitors and analyzes function of system and content of data; works with vendor or District Information Systems staff to resolve equipment or operational problems.

Sends lists of qualified applicants and arranges interview between teacher applicants and Principals, as requested. Screens applications for substitute teachers; verifies credentials and/or eligibility, and conducts preliminary screening interviews; processes new hires into County payroll system and prepares all employment documents. Prepares, types, and distributes letters, records, tests, reports, bulletins and other materials; maintains various records and files. Answers a wide variety of questions regarding departmental policies, procedures, and regulations; processes personnel documents and transactions for various programs or projects, including student/master teaching program, substitute evaluations and follow-up, and conducting video-taped interviews in accordance with established procedures. Operates computers, typewriters, copiers, and other office equipment. Trains and provides work direction to substitute and regular clerical workers, as necessary. Confidential positions provide clerical support to the labor relations function. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

A **Personnel Assistant-Certificated** performs specialized clerical and technical work in support of the certificated personnel function; tasks typically require extensive knowledge of credentialing requirements and school and programmatic needs and a high degree of skill in establishing and working with specialized personnel data bases. A **Personnel Assistant-Classified** performs specialized clerical and technical duties for the classified personnel program; positions typically require an extensive knowledge of Merit System practices, rules and procedures and job classifications and practices common to school districts and the public sector, as well as skill in working with the County payroll system, applicant tracking systems, and other data base functions. A **Personnel Clerk** performs specialized clerical functions in a personnel office, including at a training level in a **Personnel Assistant** position.

**EMPLOYMENT STANDARDS**

**Knowledge of:** California credential requirements and regulations for school teachers; regulations, rules, contractual provisions, and procedures applicable to the certificated personnel function; computer operation, data base and word processing software, peripheral equipment, and operation of the County Payroll System; modern office practices, procedures, and equipment; correct English usage, spelling, grammar, and punctuation and basic arithmetic.

**Ability to:** Organize, prioritize, and accomplish a heavy workload with multiple deadlines and various functions; work independently, exercise sound judgment regarding which items to refer and which to handle and what information to give out research, process, and provide information to District personnel, administrators, applicants, and the public concerning employment procedures and requirements exercise tact, sensitivity, and judgment in interpersonal contacts and establish and maintain effective working relations with a wide variety of different people; demonstrate a strong service orientation, communicate effectively orally and in writing; demonstrate flexibility and accept direction; read, interpret, apply, and explain complex regulations, policies, and procedures; work with frequent interruptions; operate computers (and peripheral equipment) using data base and word processing software with a high degree of skill; type accurately at a rate of at least 40 net words per minute; make arithmetical calculations with speed and accuracy.

**Essential Physical and Mental Functions and Work Environment:** Work is performed in a typical office environment. Incumbents must have sufficient visual acuity to read regulations, spreadsheets, reports, and computer screens all day; sufficient hearing to comprehend ordinary phone and personal conversation; sufficient clarity of speech to explain regulations and procedures by telephone and in person. Sufficient mental ability to understand and apply complex regulations and procedures, analyze and organize data base needs for a complex operation, assess applicant qualifications, and comprehend and resolve operations problems. Must have the physical ability to operate a computer and other office equipment.

**Typical Background:** Any combination equivalent to graduation from high school and three years of increasingly responsible specialized clerical experience, including at least one year of the level of Personnel Clerk working with credentials, personnel data bases, and related functions.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.