**BASIC FUNCTION & RESPONSIBILITY:** Provide administrative and clerical support to all facets of the District Human Resource Services office staff. Represent the District in a professional and positive manner.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES:** The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

**Support of Administrative, Fiscal and/or Facilities Functions:**

* Process incoming calls and greet visitors and route to correct location.
* Provide general information and assistance to all callers and visitors in a friendly and professional manner. Act as liaison between the District and its customers.
* Sort and distribute mail for central administration building.
* Create, maintain, and update personnel files.
* Secure all necessary documents, post updates and close out files of former employees; update official service records and complete leave balances.
* Assist with new employee orientation program and substitute hiring process.
* Verify information on current and former employees, and respond to requests for information from other employees, supervisors, the general public and other districts.
* Assist with determining certification of teachers and other certified professional employees.
* Perform research using internet resources and organizations.
* Assist with identification badge process for district employees
* Assist with department projects and perform clerical tasks as requested.
* Perform miscellaneous office duties, answer phone, fax materials, prepare correspondence.
* Provide assistance to campuses/departments as requested.
* Interact positively with employees and the community to provide needed information .

**KNOWLEDGE, SKILLS & ABILITIES:**

* Ability to organize and prioritize tasks.
* Knowledge of general District facts and information.
* Skill in operating standard computer and software applications, including but not limited to electronic mail, word processing, spreadsheets, databases, and presentations.
* Skill in written, verbal communication and providing excellent customer service.
* Ability to operate a multi-line telephone system and must have knowledge of acceptable telephone etiquette.

**ENTRY QUALIFICATIONS:** Enrollment in an internship program with an accredited University.

**HOW TO APPLY:** Interested interns may express intent by sending an email to Rene Eakins (rene\_eakins@roundrockisd.org ).