
Position:	Child Development Data Assistant	FLSA:	Non-exempt
Department/Site:	Child Development	Salary Grade:	09
Reports to/Evaluated by:	Director Child Development	Salary Schedule:	Classified

SUMMARY

Performs recurring, yet technically oriented clerical and secretarial duties that support processing of human resources and payroll information within the Child Development department.

DISTINGUISHING CAREER FEATURES

The Child Development Data Assistant is a specialized option within the Clerical Specialist career path and is regarded as equivalent to the third or senior-level. Clerical Specialists are generally assigned to functional areas dominated by high volumes of clerical transactions that are processed for use by others and for further action. Advancement to this position requires knowledge of the programs supported by the Child Development department and paperwork and data processes that support employment and payroll processing. Advancement potential exists along clerical and secretarial career paths based on need, the specific assignment, and compliance with the qualifications of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Composes and types letters, memoranda, reports, or other materials from straight copy, rough drafts, or verbal instructions. Prepares special correspondence for matters such as resignations, attendance, discipline, and routine activity reports.
- Processes new hire information by typing requisitions, entering information into a human resources information system using preformatted data entry screens, copying applicant/new hire paperwork, and assembling applicant/new hire paperwork. Forwards information to the Human Resources department to complete the hiring process.
- Receives, logs, and files applications for employment. Logs information into established databases and provides information to supervisors who in turn, determine hiring status.
- Reviews and prepares documents for entry of information. Follows up as necessary to complete documents.
- Types requisitions for personnel actions that include, but are not limited to personnel status changes, recognition of required education units, and projected work schedule.
- Monitors status of, and processes documentation for employee requirements such as immunizations, transcripts, permits, and other information required by Human Resources.
- Inputs work attendance, absences, and related information to support payroll processing. Prepares reports of employee activity for supervisory review.
- Processes miscellaneous documents requiring knowledge of the terminology, policies and procedures of the child development department.

- Prepares packets of job applicant information to support hiring committees.
- May compile statistical data for various department information onto established data entry formats. Searches out information in departmental records and files.
- Greets visitors, staff or students in person or over the telephone, ascertains nature of business and provides standard information such as district services, processes, policies, and procedures.
- Maintains confidentiality of private student information processed or received during the course of performing assigned duties.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: The position requires a working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of procedures associated with processing employment information. Requires a working knowledge of personal computer-based software that support this level of work, including but not limited to word processing, spreadsheet, and software (with data entry screens) used in education. Requires sufficient arithmetic skills to compute sums and statistics. Requires sufficient skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare standardized correspondence. Requires sufficient human relations skills to present a positive image of the department and district, maintain harmony among peers, convey technical information to others, and use patience in dealing with a diverse population.

Abilities: Requires the ability to perform all of the duties of the position in a high volume environment that may be dominated by distractions. Must be able to perform clerical and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and special department terminology when performing assignments. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with staff, students, external organizations, and the public using patience and courtesy. Requires the ability to use a personal computer to produce correspondence, informational materials, and conduct basic research. Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to perform work on varying shifts.

Physical Abilities: Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to write and to read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about various district locations, and to reach work materials. Requires manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

Education and Experience: The position requires a High School diploma supplemented by college-level course work in general office practices and 3 years of varied clerical experience in a customer service oriented environment. Additional experience may substitute for college-level coursework.

Licenses and Certificates: May require a valid driver's license.

Working Conditions: Work is performed indoors where minimal safety considerations exist.