



5102 S. Commerce Drive ■ Murray, Utah 84107
(801) 264-7400 ■ (801) 264-7456 (fax)

ESP VACANCY NOTICE

ADMINISTRATIVE ASSISTANT HUMAN RESOURCES

Job Description: Under the supervision of the Director of Personnel & Student Services, the Administrative Assistant HR/Student Services performs as the personal assistant to the director and assists with routine and general human resource and student services responsibilities including, but not limited to:

Human Resources

- Posting vacancies for licensed and ESP openings and processing the onboarding and off-boarding of district employees including fingerprinting for background check, entering new employee information into the electronic systems which include alio, Aspire, CACTUS, Frontline, TCP, URS and Vector Solutions. Upon termination, update the various databases with termination information.
- Maintain salary spreadsheets for administrator, licensed and ESP hourly and contract staff.
- Update work calendars for each group for the school year.
- Absence Management: Track licensed absences each pay period and prepare leave report for payroll with teacher docks for absences where applicable; maintain substitute call list and substitute work history to keep an up-to-date substitute call list. Update yearly calendars; update teacher leave balances after June 30 of each year in the system.
- Process Bi-Annual Lane Change applications.
- Respond to employment questionnaires and complete employment verification requests from organizations with a legitimate need to know.
- Process workers comp injuries and file reports with Utah School Boards
- Attend annual Utah Statewide Job Fairs with Director of Personnel.
- Other duties as assigned by the Director of Personnel.

Minimum Requirements: Graduation from high school plus two (2) years of specialized training in general office practices and procedures, PC operation and various software applications; and four (4) years of experience performing above or related duties or an equivalent combination of education and experience

Working knowledge of basic procedures related to recruitment and selection; generally accepted personnel policies and procedures; benefits programs; state education data systems and fiscal impact due to error; interpersonal communication technique; modern office practices and procedures; alphabetical and numeric filing and documenting; English composition, spelling, grammar, punctuation, etc.; telephone etiquette; standard office equipment operation;

MURRAY CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

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computerized word processing, equipment and programs; computerized data base management and program applications (Absence Management, Aspire, alio, CACTUS, Google, MS Excel, Access, Word, etc.); spreadsheet uses and applications. Some knowledge of Human Resource management theory, methods, and practices; basic federal and state laws as they apply to Personnel management practices.

Ability to learn and understand in a short period of time complex aspects of a personnel system; prepare technical reports, documents and agreements; analyze a variety of routine HRM issues and problems and make determinations relative to policy compliance; maintain strict confidentiality related to sensitive administrative information; communicate effectively verbally and in writing; establish and maintain effective working relationships with professionals, executives, department heads, co-workers and the public; work independently and deal effectively with stress caused by work load, management/supervisory relationships and time deadlines, multi-tasking, etc.

- Job Specificatons: Full time contract position based on 239 day school year calendar (July 1 to June 30). Health insurance, leave and retirement benefits.
- Classification/
Pay Grade Pay Grade 17 on the 2024-25 ESP Salary Scheduled (TBD) dependent on prior education and/or experience.
- Closing Date: Monday, May 6, 2024 at the close of business – 4:30 PM
- Starting Date: August 1, 2024
- Application Process: Submit Murray City School District online application, together with a letter of interest and resume:

[2023-24 Education Support Professional \(ESP\) Application](#)

POSTED: 4/23/2024

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